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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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★ OCT 16 1936 W
Please return to
the Secretary's File Room

September 10, 1934

MEMORANDUM NO. 501

Personnel Policy

FILE
P.L. GLADMON.

1. The present personnel policy contemplates that additions shall be made only where by reason of duly authorized increases in work or other equally specific causes such additions are shown to be absolutely necessary, and that reductions in force shall be made wherever practicable. Administrative officers of the Department should canvass their personnel situations carefully now and at regular intervals hereafter in order to assure the maintenance of only the minimum force needed to perform effective work.

2. Recommendations for appointment should continue to indicate whether for the purpose of filling vacancies or to constitute increases in force. If the latter, it must be clearly shown in each case that the increase is necessary and the specific reason for it briefly stated.

3. Employees whose services can be dispensed with should be dropped from the rolls.

4. With the abolishing of the statutory rolls there is more opportunity than previously to clear the salary rolls of surplus employees or of those who do not give proper attention to their work, if there be such employees, not only for reasons of general economy in the expenditure of the taxpayer's money but also in order that funds may be made available to compensate adequately those employees who by reason of their capacity and industry become deserving of such recognition.

Samuel Wallace

Secretary.

WAB

MEMORANDUM NO. 201

Personnel Policy

1. The present personnel policy contemplates that additions shall be made only where by reason of duly authorized increases in work or other equally specific causes such additions are shown to be absolutely necessary, and that reductions in force shall be made whenever practicable. Administrative officers of the Department should canvass their personnel situations carefully now and at regular intervals hereafter in order to assure the maintenance of only the minimum force needed to perform effective work.

2. Recommendations for appointment should continue to indicate whether for the purpose of filling vacancies or to constitute increases in force. If the latter, it must be clearly shown in each case that the increase is necessary and the specific reason for it briefly stated.

3. Employees whose services can be dispensed with should be dropped from the rolls.

4. With the abolishing of the statutory rolls there is more opportunity than previously to check the salary rolls of employees or of those who do not give proper attention to their work. If there be such employees, not only for reasons of general economy in the expenditure of the taxpayer's money but also in order that funds may be made available to compensate adequately those employees who by reason of their capacity and industry become deserving of such recognition.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. _____

MEMORANDUM FOR CHIEFS OF Personnel Policy

1. The present personnel policy contemplates that additions shall be made only where by reason of duly authorized increases in work or other equally specific causes such additions are shown to be absolutely necessary, and that reductions in force shall be made wherever practicable. Administrative officers of the Department should canvass their personnel situations carefully now and at regular intervals hereafter in order to assure the maintenance of only the minimum force needed to perform effective work.
2. Recommendations for appointment should continue to indicate whether for the purpose of filling vacancies or to constitute increases in force. If the latter, it must be clearly shown in each case that the increase is necessary and the specific reason for it briefly stated. If the latter, it must be clearly shown in each case that the increase is necessary and the specific reason for it.
3. Employees whose services can be dispensed with should be dropped from the rolls.
4. With the abolishing of the statutory rolls it has become more opportunity than previously to clear the salary rolls of surplus employees or of those who do not give proper attention to their work, if there be such employees, not only for reasons of general economy in the expenditure of the taxpayer's money but also in order that funds may be made available to compensate adequately those employees who by reason of their capacity and industry become deserving of such recognition.

Secretary.

Personnel Policy

1. The present personnel policy contemplates that positions shall be made only where by reason of duly authorized increases in work or other equally specific causes such positions are shown to be absolutely necessary, and that reductions in force shall be made wherever practicable. Administrative officers of the Department should examine their personnel situation carefully now and at regular intervals hereafter in order to secure the maintenance of only the minimum force needed to perform effective work.

2. Recommendations for replacement should continue to include case whether for the purpose of filling vacancies or reconstituting positions in force. If the latter, it must be clearly shown in each case that the vacancy is necessary and the specific reason for it briefly stated.

3. Employees whose services can be dispensed with should be dropped from the rolls.

4. With the abolishing of the statutory rolls there is now opportunity than previously to clear the rolls of surplus employees or of those who do not give proper attention to their work. It shall be such employees, not only for reasons of general economy in the administration of the Department's work but also in order that funds may be made available to compensate adequately those employees who by reason of their capacity and industry become bearers of such responsibility.

Personnel

DEPARTMENT OF AGRICULTURE
UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 2, 1924.

MEMORANDUM FOR MR. JAMES

MEMORANDUM FOR CHIEFS OF BUREAUS:

1. The present personnel policy contemplates ^{and} that reductions in force shall be made wherever practicable, ~~and~~ that additions shall be made only where by reason of duly authorized increases in work or other equally specific causes such additions are shown to be absolutely necessary. Administrative officers of the Department should ~~carefully~~ canvass their personnel situations ~~now and~~ ^{carefully} at regular intervals hereafter in order to assure the maintenance of only the minimum force needed to perform effective work. ^{liable}

2. Employees whose services can be dispensed with should be dropped from the rolls. ^{or "who do not render efficient service", or both ideas could be incorporated.}

2-3. Recommendations for appointment should continue to indicate whether for the purpose of filling vacancies or to constitute increases in force. If the latter, it must be clearly shown in each case that ~~such~~ ^{the} increase is necessary and the specific reason for it briefly stated.

4. With the abolishing of the statutory rolls it has become more necessary than ever to clear the salary rolls of surplus employees or of those who do not render a full day's work, if there be such employees, not only for reasons of general economy in the expenditure of the taxpayer's money but also in order that funds may be made available to adequately compensate those employees who by reason of their capacity and industry become deserving of such recognition.

Secretary.

MEMORANDUM FOR CHIEFS OF BUREAUS:

1. The present personnel policy contemplated that reductions in force shall be made wherever practicable, and that additions shall be made only where by reason of duly authorized increases in work or other equally specific causes such additions are shown to be absolutely necessary. Administrative officers of the Department should ~~not~~ ^{be} canvass their personnel situations now and at regular intervals hereafter in order to assure the maintenance of only the minimum force needed to perform effective work.

2. Employees whose services can be dispensed with should be dropped from the rolls.

3. Recommendations for appointment should continue to indicate whether for the purpose of filling vacancies or to constitute increases in force. If the latter, it must be clearly shown in each case that ~~that~~ increase is necessary and the specific reason for it briefly stated.

4. With the abolishing of the statutory rolls it has become more necessary than ever to clear the salary rolls of surplus employees or of those who do not render a full day's work. If there be such employees, not only for reasons of general economy in the expenditure of the taxpayer's money but also in order that funds may be made available to ~~adequately~~ ^{compensate} those employees who by reason of their capacity and industry become deserving of such recognition.

Secretary.

DEPARTMENT OF AGRICULTURE
DIRECTOR OF SCIENTIFIC WORK
WASHINGTON

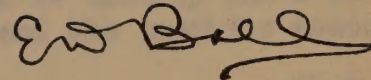
September 2, 1924.

MEMORANDUM FOR MR. JUMP.

My dear Jump:

The memorandum for the Bureau Chiefs seems to me to be satisfactory except for the fourth paragraph. There seem to be two things in there that need revision before the Secretary puts it out. First, the suggestion in the first two lines that it is "more necessary than ever to clear the salary rolls" should be made to read that "there is more opportunity than previously", and in the third line, "a full day's work", would be more applicable to clerical employees and the business world than it is to scientific men. That might be changed to state "who do not give attention to their work" or "who do not render efficient service", or both ideas could be incorporated.

Sincerely yours,



Director.

Give proper attention to them

September 2, 1924.

MEMORANDUM FOR MR. JAMES

My dear James:

The memorandum for the Bureau Chief seems to me to be satisfactory except for the fourth paragraph. There seem to be two things in there that need revision before the Secretary puts it out. First, the suggestion in the first two lines that it is "more necessary than ever to clear the salary rolls" should be made to read that "there is more opportunity than previously", and in the third line, "a full day's work", would be more applicable to clerical employees and the business world than it is to scientific men. That might be changed to state "who do not give attention to their work" or "who do not render efficient service", or both ideas could be incorporated.

Sincerely yours,



Director.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 30, 1931.

Mr. [illegible]

Here is a tentative draft of a memorandum we have been working on from time to time with the thought that it might give a little help to the Bureau in not being doing exactly the right thing; would put the Secretary at head of us endeavoring to cooperate in carrying out the President's personnel policy; and with the further thought that no one else was doing it.

MEMORANDUM FOR CHIEFS OF BUREAUS:

1. The present personnel policy contemplates that reduction in force shall be made wherever practicable and that additions shall be made only where by reason of duly authorized increases in work or other equally specific causes such additions are shown to be absolutely necessary. Administrative officers of the Department should carefully canvass their personnel situations now and at regular intervals hereafter in order to assure the maintenance of only the minimum force needed to perform effective work.

2. Employees whose services can be dispensed with should be dropped from the rolls.

3. Recommendations for appointment should continue to indicate whether for the purpose of filling vacancies or to constitute increases in force. If the latter, it must be clearly shown in each case that such increase is necessary and the specific reason for it briefly stated.

4. With the abolishing of the statutory rolls ~~it has become more necessary than ever~~ to clear the salary rolls of surplus employees or of those who do not render a full day's work, if there be such employees, not only for reasons of general economy in the expenditure of the taxpayer's money but also in order that funds may be made available to adequately compensate those employees who by reason of their capacity and industry become deserving of such recognition.

*Dr. Ball's suggestion
there is more opportunity than previously*

9-10-31

give proper attention to their work

Secretary.

MEMORANDUM FOR CHIEF OF BUREAU:

1. The present personnel policy contemplates that reduction in force shall be made wherever practical and that additions shall be made only where by reason of duly authorized increases in work or other equally specific causes such additions are shown to be absolutely necessary. Administrative officers of the Department should carefully examine their personnel situations now and at regular intervals hereafter in order to assure the maintenance of only the minimum force needed to perform effective work.

2. Employees whose services can be dispensed with should be dropped from the rolls.

3. Recommendations for appointment should continue to indicate whether for the purpose of filling vacancies or to constitute increases in force. If the latter, it must be clearly shown in each case that such increase is necessary and the specific reason for it briefly stated.

4. With the abolishing of the statutory rolls it has been necessary to clear the salary rolls of surplus employees or of those who do not render a full day's work. If there be such employees, not only for reasons of general economy in the expenditure of the taxpayer's money but also in order that funds may be made available to maintain competent those employees who by reason of their capacity and industry become deserving of such recognition.

*Give proper attention to their
Secretary.*

August 30, 1924.

MR. WARBURTON:

Here is a tentative draft of a memorandum we have been working on from time to time with the thought that it might give a little jolt to some who may not be doing exactly the right thing; would put the Secretary on record as endeavoring to cooperate in carrying out the President's personnel policy; and with the further thought that no one who really had his heart in the work and was delivering the goods would be disturbed or otherwise affected by such a memorandum. It has several pretty sharp points in it, however. As I say, it is purely tentative and before considering the issuance of such a memorandum the Secretary would be glad to have your comment and any suggestions you may care to make.

Wap

*Dry UP
9-10-24*

March 20, 1934.

Mr. [illegible]

There is a fantastic level of a phenomenon we have seen
working on from time to time with the same old 20-20 vision
a little bit to some who may not be doing exactly the same thing;
would not be necessary as to be as understanding as we are in
concerning the well-known's personal feelings; and with the fact
that we are who really feel it is the very end of
delivered the whole thing to the world of organized attention by
with a magnificent. It is a very great thing indeed in all
however, and I feel it is a very great thing indeed in all
the world of a great a phenomenon of the world of a great a
have been found and the world of a great a phenomenon of the world of a great a

Handwritten signature

Handwritten signature

August 30, 1924.

DR. BALL:

Here is a tentative draft of a memorandum we have been working on from time to time with the thought that it might give a little jolt to some who may not be doing exactly the right thing; would put the Secretary on record as endeavoring to cooperate in carrying out the President's personnel policy; and with the further thought that no one who really had his heart in the work and was delivering the goods would be disturbed or otherwise affected by such a memorandum. It has several pretty sharp points in it, however. As I say, it is purely tentative and before considering the issuance of such a memorandum the Secretary would be glad to have your comment and any suggestions you may care to make.

1890

[illegible]

August 30, 1924.

MR. CAMPBELL:

Here is a tentative draft of a memorandum we have been working on from time to time with the thought that it might give a little jolt to some who may not be doing exactly the right thing; would put the Secretary on record as endeavoring to cooperate in carrying out the President's personnel policy; and with the further thought that no one who really had his heart in the work and was delivering the goods would be disturbed or otherwise affected by such a memorandum. It has several pretty sharp points in it, however. As I say, it is purely tentative and before considering the issuance of such a memorandum the Secretary would be glad to have your comment and any suggestions you may care to make.

1895

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

Memo. 501
WASHINGTON DE AGRICULTURE

MEMORANDUM FOR CHIEFS OF BUREAUX:

1. The present personnel policy contemplates that reduction in force shall be made wherever practicable and that additions shall be made only where by reason of duly authorized increases in work or other equally specific causes such additions are shown to be absolutely necessary. Administrative officers of the Department should carefully canvass their personnel situations now and at regular intervals hereafter in order to assure the maintenance of only the minimum force needed to perform effective work.

2. Employees whose services can be dispensed with should be dropped from the rolls.

3. Recommendations for appointment should continue to indicate whether for the purpose of filling vacancies or to constitute increases in force. If the latter, it must be clearly shown in each case that such increase is necessary and the specific reason for it briefly stated.

4. With the abolishing of the statutory rolls it has become more necessary than ever to clear the salary rolls of surplus employees or of those who do not render a full day's work, if there be such employees, not only for reasons of general economy in the expenditure of the taxpayer's money but also in order that funds may be made available to adequately compensate those employees who by reason of their capacity and industry become deserving of such recognition.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

MEMORANDUM FOR THE SECRETARY

1. The purpose of this memorandum is to inform you of the results of the investigation conducted by the Bureau of Plant Industry, Department of Agriculture, into the matter of the alleged introduction of the pest known as the "Colorado potato beetle" into the United States from Europe.

2. It is respectfully recommended that you be kept advised of the progress of the investigation.

3. The investigation is being conducted by the Bureau of Plant Industry, Department of Agriculture, and the results of the investigation will be reported to you as soon as they are available.

4. It is respectfully recommended that you be kept advised of the progress of the investigation.

Very respectfully,
[Signature]

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE

Under Authorization No. 4 of
The Secretary of Agriculture,
Fiscal Year 1924.

DISTRICT No.

SIR:

Under authority of the Secretary of Agriculture to the Forester in Letter of Authorization No. 4, dated July 1, 1923, you are hereby authorized, incident to the change of your official station from

----- to -----, for permanent

duty, effective -----, to transfer your household effects and other personal property used by you in official work at the time of transfer from the old to the new station, subject to the limitations of the Fiscal Regulations, orders of the Secretary, and instructions of the Supervisor in case transfer is to a Forest unit.

Very respectfully,

District Forester.

CERTIFICATE OF OWNERSHIP

I hereby certify that the property shipped on the attached Government Bill of Lading No. -----,

or for which ----- is charged on attached voucher, consists of household effects belonging to me and other personal property used in official work at the time of transfer; also, that the transportation was furnished on the occasion of my permanent transfer to my new official station.

(Title.)

(Date.)

UNITED STATES FOREST SERVICE
WASHINGTON, D. C.

UNITED STATES FOREST SERVICE
WASHINGTON, D. C.

1917

UNITED STATES FOREST SERVICE
WASHINGTON, D. C.

UNITED STATES FOREST SERVICE
WASHINGTON, D. C.

UNITED STATES FOREST SERVICE
WASHINGTON, D. C.

UNITED STATES FOREST SERVICE
WASHINGTON, D. C.

UNITED STATES FOREST SERVICE
WASHINGTON, D. C.

UNITED STATES FOREST SERVICE
WASHINGTON, D. C.

(Date)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 22, 1924.

MEMORANDUM NO. 502.

Amendment to the Fiscal Regulations.

Paragraph 37 of the Fiscal Regulations of the Department is hereby

amended to read as follows:

37. RULES GOVERNING PER DIEM ALLOWANCE.- Per diem allowance in lieu of subsistence will be subject to the following rules:

(a) Each day of 24 hours will be considered as beginning at midnight. Per diem allowance for any day in which the employee is in a subsistence status less than 24 hours must be fixed separately and at a rate not to exceed \$1 if the subsistence status period is 6 hours or less, \$2 if more than 6 hours and not more than 12 hours, \$3 if more than 12 hours and not more than 18 hours, and \$4 if more than 18 hours. These special rates will apply to travel status periods of less than a day occurring at the beginning or end of a continuous trip of more than one day. For trips of less than a day actual expenses only will be allowed.

The change consists in establishing the actual expense basis exclusively for absences of less than 24 hours from post of duty. Decisions of the Comptroller General, 3 Comp. Gen. 598 and 966, lay down a rule which may be summarized by quoting from the syllabus of the latter: "Where an immigrant inspector * * * is temporarily absent from his official station while operating in adjacent territory for short periods under conditions which would not ordinarily interfere with his domestic arrangements for obtaining the usual subsistence, he can not be regarded as in a travel status for the purpose of payment to him of a per diem, or any fractional parts of a per diem, in lieu of subsistence." There is difficulty in determining from these decisions the state of facts which would warrant payment of the per diem and those under which payment would not be permissible. For instance, one of the per diem charges considered and held disallowable in the latter decision was based upon departure by automobile from official station at 5:30 A.M. with return at 1:00 P.M. on the same day. It has been deemed simpler therefore to prescribe the actual expense basis in all cases where the absence from official station falls short of a day.

(Signed) C. F. Marvin.

Acting Secretary.

480 88 932

[illegible]

37. RULES GOVERNING PER DIEM ALLOWANCE.- Per diem allowance in lieu of subsistence will be subject to the following rules:

(a) Each day of 24 hours will be considered as beginning at midnight. Per diem allowance for any day in which the employee is in a subsistence status less than 24 hours must be fixed separately and at a rate not to exceed \$1 if the subsistence status period is 6 hours or less, \$2 if more than 6 hours and not more than 12 hours, \$3 if more than 12 hours and not more than 18 hours, and \$4 if more than 18 hours. These special rates will apply to (short trips of less than a day and to) travel status periods of less than a day occurring at the beginning and ending of a continuous trip of more than one day. For trips of less than a day actual expenses only will be allowed.

Omitted matter in heavy brackets ()

New matter underscored _____



UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF ACCOUNTS AND DISBURSEMENTS
WASHINGTON, D. C.

September 12, 1924

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

The Advisory Committee on Finance and Business Methods submits herewith draft of a proposed amendment to paragraph 37-a of the Fiscal Regulations.

The changes suggested have been considered by the Committee and it is recommended that the attached memorandum be approved and promulgated. It has been passed upon by the Solicitor of the Department and bears his initials.

Very respectfully,



Chairman, Advisory Committee
on Finance and Business Methods.

Enclosure:



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D.C.

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★ OCT 16 1924 W
Please return to
the Secretary's File Room

September 17, 1924.

MEMORANDUM NO. 503

Amendment to the Administrative Regulations.
(Superseding Memorandum No. 401 of October 17, 1922).

Paragraph 171 of the Administrative Regulations of the Department is hereby amended to read as follows:

171. MATERIAL FOR OUTSIDE PUBLICATION OR FOR RADIO ADDRESSES.-- Employees of the department may prepare articles and textbooks for publication, and addresses for broadcasting by radio, upon special subjects connected with the policies and unpublished work of the department. Work of this character, however, should not be allowed to encroach upon the time, energy, and attention required by employees for the effective prosecution of their departmental duties, whether in research, extension, or other work, and should be undertaken only after submittal of a definite outline of each such contemplated publication or radio address for thorough consideration and approval by the chief of the bureau or bureaus concerned and by the Officer in charge of Publications. The manuscript in its final form should then be submitted to the chief of bureau or bureaus concerned and the Officer in charge of Publications for approval before release.

This procedure should be followed whether or not compensation is expected, except that articles on strictly agricultural subjects of a purely local character, prepared by the demonstration or other local agents of the department for the information and guidance of farmers in their respective districts, may be published in county or other papers of restricted distribution, or radio addresses of similar purport may be delivered, upon the approval of such articles or addresses by the district or State supervisory officer. Such officers should not, however, permit the publication or broadcasting of any matter of a controversial nature or which does not strictly pertain to the work under their charge.

Authors should notify the librarian of the department when articles or radio addresses prepared by them are published in outside journals or papers. If the librarian does not have copies of publications containing articles, authors are expected to furnish the librarian a copy of each article or radio address as it finally appeared or was broadcast, either in printed or manuscript form.

The preparation by employees of the department of books or articles or radio addresses on subjects not including the unpublished results of department work nor including a discussion of the policies of the department is

[illegible]

(Supervising Memorandum No. 401 of October 17, 1922).
Amendment to the Administrative Regulations.

hereby amended to read as follows:

471. MATERIAL FOR OUTSIDE PUBLICATION OR FOR RADIO APPEARANCES.--

not contemplated in the foregoing, but is subject to the limitations upon other forms of outside work prescribed by paragraph 44 of these regulations. If the books or articles or radio addresses relate to published work of the department, or if the author's connection with the department is in any way shown, the approval of the chief of the bureau having jurisdiction over the subject matter discussed must be secured.

The only essential change made by the foregoing amendment in the existing regulations is the provision that radio addresses, which almost invariably are required to be prepared in writing in advance of delivery, shall be construed as written articles and accordingly governed by the regulations of the Department applying to material for outside publication.

Samuel Wallace

Secretary.

Wag

*Agreed to by
the three directors
Wag*

[Faint bleed-through from reverse side]

1891

SECRETARY OF AGRICULTURE
OFFICE OF INSPECTION

9/13/24.

Dear Mr. Jump:

Except for the two slight additions I have suggested by pencil notations in the third paragraph, I think the attached amendment of Par. 171, Admin. Regs., is ready for the Secretary's approval. Mr. Bradley concurs in suggested changes.

Ameco

Allen
as per revision
Cura

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!

THE
... ..

articles and textbooks

171. MATERIAL FOR OUTSIDE PUBLICATION OR FOR RADIO ADDRESSES.--

Employees of the department (when requested to do so) may (be permitted) to prepare for publication (textbooks, articles, and similar publications), and ~~addresses~~ addresses for broadcasting by radio, upon special subjects connected with the policies and unpublished work of the department. Work of this character should not be (permitted) allowed to encroach upon the time, energy, and attention required by employees for the effective prosecution of their departmental duties, whether in research, extension, or other work, and should be undertaken only after submittal of a definite outline of each such contemplated publication or radio address for thorough consideration and approval (of) by the chief of the bureau or bureaus concerned and (approval) by the (Assistant Secretary) Officer in charge of (publication activities) Publications. (A definite outline of each such contemplated publication should be submitted for the approval of the Assistant Secretary by the chief of the bureau with his recommendation.) The manuscript in its final form should then be submitted to the chief of bureau or bureaus concerned and the (Assistant Secretary) Officer in charge of Publications for approval before (publication) release.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF EXTENSION WORK
WASHINGTON, D. C.

F

September 10, 1924.

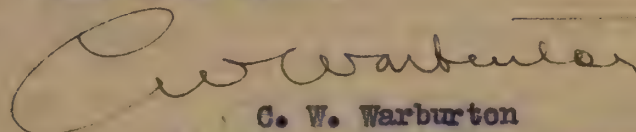
MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

The suggested draft of the amendment to Paragraph 171 of the Administrative Regulations in order to cover approval of material prepared for radio addresses is agreeable to me, although I think the changes I have suggested in the first carbon of the draft would improve the language somewhat. In fact, if the first sentence was changed to read - "Employees of the Department may prepare articles and text books for publication, and addresses for broadcasting by radio, upon special subjects connected with the policies and specialized work of the Department" it would be considerably shortened and would still carry the idea intended.

The procedure outlined in the first paragraph seems to me to be rather cumbersome as it requires three submittals to the Officer in charge of Publications of each text book, article, or radio address. Before any material is prepared the work is to be considered and approved by the chief of the bureau and by the Officer in charge of Publications. After such general approval a definite outline is to be submitted by the bureau chief to the publications officer and finally the completed manuscript is to be submitted in the same way. I presume the usual procedure is to omit the first and second steps and submit only the manuscript in its final form. Could not 1 and 2 be combined by the submitting of a general plan or outline at the time the desirability of the proposed action is first discussed?

Very truly yours,



C. W. Warburton
Director of Extension Work.

Enclosure.

... ..

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

1. *Chlorophyll a* (Chl *a*)

It is requested that the Government of the United States of America be informed of the above and that the necessary steps be taken to ensure that the same are carried out in accordance with the provisions of the relevant laws and regulations.

[illegible]

1. 1990

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● 2000 年 12 月 20 日

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

To

August 19, 1924.

MEMORANDUM NO. _____

Amendment to the Administrative Regulations.
(Superseding Memorandum No. 401 of October 17, 1922).

Radio addresses.

In order to provide that radio addresses, which almost invariably are required to be prepared in writing in advance of delivery, shall be construed as written articles and accordingly governed by the regulations of the Department applying to such writings, Paragraph 171 of the Administrative Regulations is hereby amended to read as follows (words in parentheses being omitted and those underscored added):

171. MATERIAL FOR OUTSIDE PUBLICATION OR FOR RADIO ADDRESSES.-- Employees of the department (when requested to do so) may be permitted to prepare for publication textbooks, articles, and similar publications, and to prepare addresses intended for broadcasting by radio, upon special subjects connected with the policies and unpublished work of the department. Work of this character should not be permitted to encroach upon the time, energy, and attention required by employees for the effective prosecution of their departmental duties, whether in research, extension, or other work, and should be undertaken only after thorough consideration and approval (of) by the chief of the bureau or bureaus concerned and approval by the (Assistant Secretary) Officer in charge of (publication activities) Publications. A definite outline of each such contemplated publication or radio address should then be submitted for the approval of the (Assistant Secretary) Officer in charge of Publications by the chief of the bureau or bureaus concerned, with (his) appropriate recommendation. The manuscript in its final form should be submitted to the chief of bureau or bureaus concerned and the (Assistant Secretary) Officer in charge of Publications for approval before (publication) release.

This procedure should be followed whether or not compensation is expected, except that articles on strictly agricultural subjects of a purely local character, prepared by the demonstration or other local agents of the department for the information and guidance of farmers in their respective districts, may be published in county or other papers of restricted distribution, or radio addresses of similar purport may be delivered, upon the approval of such articles or addresses by the district or State supervisory officer. Such officers should not, however, permit the publication or broadcasting of any matter of a controversial nature or which does not strictly pertain to the work under their charge.

Authors should notify the librarian of the department when articles or radio addresses prepared by them are published in outside journals or papers. If the librarian does not have copies of publications containing articles, authors are expected to furnish the librarian a copy of each article as it finally appeared, either in printed or manuscript form.

The preparation by employees of the department of books or articles or radio addresses on subjects not including the unpublished results of department work nor including a discussion of the policies of the department is not contemplated in the foregoing, but is subject to the limitations upon other forms of outside work prescribed by paragraph 44 of these regulations. If the books or articles or radio addresses relate to published work of the department, or if the author's connection with the department is in any way shown, the approval of the (bureau) chief of the bureau having jurisdiction over the subject matter discussed must be secured.

Secretary.

the library of the department when articles by them are published in outside journals or does not have copies of publications containing them to furnish the librarian a copy of each article, either in printed or manuscript form.

The preparation by employees of the department of books or articles on subjects not including the unpublished results of research work is not contemplated in the foregoing, but is subject to the limitations upon other forms of outside work prescribed by paragraph 44 of these regulations. If the books or articles or radio addresses relate to the department or its work, or to the department's cooperation with other agencies, or to the department's interest in the general progress of the department, the department is authorized to review the manuscript of the book or article or radio address over the subject matter discussed.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

10

August 19, 1924.

MEMORANDUM NO. _____

Amendment to the Administrative Regulations.
(Superseding Memorandum No. 401 of October 17, 1922).

In order to provide that radio addresses, which almost invariably are required to be prepared in writing in advance of delivery, shall be construed as written articles and accordingly governed by the regulations of the Department applying to such writings, Paragraph 171 of the Administrative Regulations is hereby amended to read as follows (words in parentheses being omitted and those underscored added):

171. MATERIAL FOR OUTSIDE PUBLICATION OR FOR RADIO ADDRESSES.-- Employees of the department (when requested to do so) may (be permitted to) prepare for publication textbooks, articles, and similar publications, and to prepare addresses (intended) for broadcasting by radio, upon special subjects connected with the policies and unpublished work of the department. Work of this character should not be (permitted) to encroach upon the time, energy, and attention required by employees for the effective prosecution of their departmental duties, whether in research, extension, or other work, and should be undertaken only after thorough consideration and approval (of) by the chief of the bureau or bureaus concerned and (approval by the (Assistant Secretary) Officer in charge of (publication activities) Publications. A definite outline of each such contemplated publication or radio address should then be submitted for the approval of the (Assistant Secretary) Officer in charge of Publications by the chief of the bureau or bureaus concerned, with (his) appropriate recommendation. The manuscript in its final form should be submitted to the chief of bureau or bureaus concerned and the (Assistant Secretary) Officer in charge of Publications for approval before (publication) release.

This procedure should be followed whether or not compensation is expected, except that articles on strictly agricultural subjects of a purely local character, prepared by the demonstration or other local agents of the department for the information and guidance of farmers in their respective districts, may be published in county or other papers of restricted distribution, or radio addresses of similar purport may be delivered, upon the approval of such articles or addresses by the district or State supervisory officer. Such officers should not, however, permit the publication or broadcasting of any matter of a controversial nature or which does not strictly pertain to the work under their charge.

Submitted by _____
1924

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THE UNIVERSITY OF CHICAGO

in order to provide that radio addresses, which almost invariably are required to be prepared in writing in advance of delivery, shall be considered as written articles and accordingly covered by the regulations of the Department applying to such writings. Paragraph 171 of the Regulations relative to relations is hereby amended to read as follows (words in italics added):

does not actually exist in the work of the officers. It is a mere fiction, a mere name, which is not to be taken too seriously. It is a mere name, which is not to be taken too seriously. It is a mere name, which is not to be taken too seriously.

Authors should notify the librarian of the department when articles or radio addresses prepared by them are published in outside journals or papers. If the librarian does not have copies of publications containing articles, authors are expected to furnish the librarian a copy of each article as it finally appeared, either in printed or manuscript form.

The preparation by employees of the department of books or articles or radio addresses on subjects not including the unpublished results of department work nor (including) a discussion of the policies of the department is not contemplated in the foregoing, but is subject to the limitations upon other forms of outside work prescribed by paragraph 44 of these regulations. If the books or articles or radio addresses relate to published work of the department, or if the author's connection with the department is in any way shown, the approval of the (bureau) chief of the bureau having jurisdiction over the subject matter discussed must be secured.

1. GENERAL PRINCIPLES OF THE DEPARTMENT'S POLICY IN REGARD TO PUBLICATIONS.—
The Department has a policy to publish the publications of its employees, including books, articles, and similar publications, and to secure all such publications for dissemination by radio, press, and other means. The policy and unpublished work of the Secretary. The Department should not be permitted to encroach upon the time, energy, and attention required by employees for the effective performance of their departmental duties, whether in research, extension, or other work, and should be undertaken only after careful consideration and approval by the chief of the bureau or bureau concerned and approval by the officer in charge of Publications. A detailed outline of each work contemplated should be submitted for the approval of the officer in charge of Publications by the chief of the bureau or bureau concerned, with appropriate recommendations. The manuscript in the final form should be submitted to the chief of bureau or bureau concerned and the officer in charge of Publications for approval before printing.

This system should be followed whether or not consideration is reported, except that articles on strictly agricultural subjects of a purely local character, prepared by the Commissioner or other local agents of the Department for the information and guidance of farmers in their respective districts, may be published in county or other papers of restricted circulation, or public address of similar character may be given, and the approval of such articles or addresses by the Director or other Department officials, such officials should not, however, permit the publication of any matter of a non-agricultural nature or which does not officially represent the Department or its agents.

Authors should notify the librarian of the Department when articles or radio addresses prepared by them are published in outside journals or papers. If the librarian does not have copies of publications containing

Authors of this note: the Librarian of the Department when articles of this character are received by the Librarian in case of journals or periodicals. If the Librarian does not have copies of publications containing articles, authors are requested to furnish the Librarian a copy of each article as it finally appears, either in printed or manuscript form.

The preparation by employees of the Department of books or articles of this character on subjects not included in the published reports of the Department with the understanding of the policies of the Department is not recommended in the Department, and is subject to the same rules as other forms of publication. If the Department receives a manuscript of this character, or if the author's connection with the Department is in any way known, the manuscript of the author must be secured. At the present time, information over the subject matter discussed must be secured.

Secretary.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

FO

August 9, 1924.

(words in
parentheses have
been omitted
and those
underscored
added):

MEMORANDUM NO. _____

Amendment to the Administrative Regulations.
(Superseding Memorandum No. 401 of October 17, 1922).

In order to provide that radio addresses, which almost invariably are required to be prepared in writing in advance of delivery, shall be construed as written articles and accordingly governed by the regulations of the Department applying to such writings, Paragraph 171 of the Administrative Regulations is hereby amended to read as follows:

171. MATERIAL FOR OUTSIDE PUBLICATION OR FOR RADIO ADDRESSES.—
Employees of the department may be permitted to prepare for publication textbooks, articles, and similar publications, and to prepare addresses intended for broadcasting by radio, upon special subjects connected with the policies and unpublished work of the department. Work of this character should not be permitted to encroach upon the time, energy, and attention required by employees for the effective prosecution of their departmental duties, whether in research, extension, or other work, and should be undertaken only after thorough consideration and approval by the chief of the bureau or bureaus concerned and approval by the Officer in charge of Publications. A definite outline of each such contemplated publication or radio address should then be submitted for the approval of the Officer in charge of Publications by the chief of the bureau or bureaus concerned, with appropriate recommendation. The manuscript in its final form should be submitted to the chief of bureau or bureaus concerned and the Officer in charge of Publications for approval before release.

This procedure should be followed whether or not compensation is expected, except that articles on strictly agricultural subjects of a purely local character, prepared by the demonstration or other local agents of the department for the information and guidance of farmers in their respective districts, may be published in county or other papers of restricted distribution, or radio addresses of similar purport may be delivered, upon the approval of such articles or addresses by the district or State supervisory officer. Such officers should not, however, permit the publication or broadcasting of any matter of a controversial nature or which does not strictly pertain to the work under their charge.

Authors should notify the librarian of the department when articles or radio addresses prepared by them are published in outside journals or papers. If the librarian does not have copies of publications containing

(publication activities)

(Assistant Secretary)

(Assistant Secretary)

(of)

(Assistant Secretary)

(publication)

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articles, authors are expected to furnish the librarian a copy of each article as it finally appeared, either in printed or manuscript form.

The preparation by employees of the department of books or articles or radio addresses on subjects not including the unpublished results of department work nor including a discussion of the policies of the department is not contemplated in the foregoing, but is subject to the limitations upon other forms of outside work prescribed by paragraph 44 of these regulations. If the books or articles or radio addresses relate to published work of the department, or if the author's connection with the department is in any way shown, the approval of the chief of the bureau having jurisdiction over the subject matter discussed must be secured.

(bureau)

Secretary.

The preparation by employees of the Department of books or articles on subjects not including the unpublished results of research with or without a discussion of the policies of the Department is not permitted. It is required that all such publications be submitted to the Department for review and approval. If the Department is in any way shown, the approval of the Chief of the Department is required. The Department is in any way shown, the approval of the Chief of the Department is required.

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DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

August , 1924.

Insert A, from page 2

MEMORANDUM NO.

Amendment to the Administrative Regulations.

(Superseding Memorandum No. 401 of October 17, 1922).

✓ Paragraph 171 of the Administrative Regulations is hereby amended to read as follows:

171. MATERIAL FOR OUTSIDE PUBLICATION OR FOR RADIO ADDRESSES.-- Employees of the department may be permitted to prepare for publication textbooks, articles, and similar publications, and to prepare addresses intended for broadcasting by radio, upon special subjects connected with the policies and unpublished work of the department. Work of this character should not be permitted to encroach upon the time, energy, and attention required by employees for the effective prosecution of their departmental duties, whether in research, extension, or other work, and should be undertaken only after thorough consideration and approval by the chief of the bureau or bureaus concerned and approval by the Officer in charge of Publications. A definite outline of each such contemplated publication or radio address should then be submitted for the approval of the Officer in charge of Publications by the chief of the bureau or bureaus concerned, with appropriate recommendation. The manuscript in its final form should be submitted to the chief of bureau or bureaus concerned and the Officer in charge of Publications for approval before release.

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Authors should notify the librarian of the department when articles or radio addresses prepared by them are published in outside journals or papers. If the librarian does not have copies of publications containing articles, authors are expected to furnish the librarian a copy of each article as it finally appeared, either in printed or manuscript form.

The preparation by employees of the department of books or articles or radio addresses on subjects not including the unpublished results of department work nor including a discussion of the policies of the department is not contemplated in the foregoing, but is subject to the limitations

DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

[Handwritten signature and notes]

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171. MATERIAL FOR OUTSIDE PUBLICATION OR FOR RADIO ADDRESS.--
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textbooks, articles, and similar publications, and to prepare addresses
intended for broadcasting by radio, upon special subjects connected with
the policies and unpublished work of the department. Work of this char-
acter should not be permitted to encroach upon the time, energy, and at-
tention required by employees for the effective prosecution of their de-
partmental duties, whether in research, extension, or other work, and
the Officer in charge of Publications for approval before release.

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local character, prepared by the demonstration or other local agents of
the department for the information and guidance of farmers in their re-
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ed distribution, or radio addresses of similar character may be delivered,
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R In order to

~~The purpose of the above change is to provide that radio~~

addresses, which almost invariably are required to be prepared in *writing*

~~written form~~ in advance of delivery, shall be construed as written

articles and accordingly governed by the regulation^{*of the Dept*} applying to such
writings,

Secretary.

*"A" - Insert
on page one.*

DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

August , 1924.

MEMORANDUM NO.

Amendment to the Administrative Regulations.

(Superseding Memorandum No. 401 of October 17, 1922).

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upon other forms of outside work prescribed by paragraph 44 of these regulations. If the books or articles or radio addresses relate to published work of the department, or if the author's connection with the department is in any way shown, the approval of the chief of the bureau having jurisdiction over the subject matter discussed must be secured.

Secretary.

There is no evidence of any connection between the two cases. The only connection is the fact that both cases are in the same category. The fact that both cases are in the same category is not a connection. The fact that both cases are in the same category is not a connection.

Continued

171. MATERIAL FOR OUTSIDE PUBLICATION OR FOR RADIO ADDRESSES.-- Employees of the department, ~~when requested to do so~~, may be permitted to prepare for publication textbooks, articles, and similar publications, and to prepare addresses intended for broadcasting by radio, upon special subjects connected with the policies and unpublished work of the department. Work of this character should not be permitted to encroach upon the time, energy, and attention required by employees for the effective prosecution of their departmental duties, whether in research, extension, or other work, and should be undertaken only after thorough consideration and approval by the chief of the bureau or bureaus concerned and approval by the Officer in charge of Publications. A definite outline of each such contemplated publication or radio address should then be submitted for the approval of the Officer in charge of Publications by the chief of the bureau or bureaus concerned, with appropriate recommendation. The manuscript in its final form should be submitted to the chief of bureau or bureaus concerned and the Officer in charge of Publications for approval before release.

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OFFICE OF
THE SECRETARY OF AGRICULTURE

July 25, 1924.

Mr. Jump:

Attached is amendment of Par. 171 of Admin. Regulations ~~now~~ to cover Radio Addresses.

Words underscored have been added. Those in parentheses are intended to be dropped.

It might be well to get Mr. Allanson's judgment as to whether this will take care of the matter adequately.

E.H.B.

Mr. Haynes handles without reference to Secy or Directors. Only limited number come to him - articles which discuss the policies & unpublished work of Dept. Articles which do not discuss policies or unpublished work are, under the regulations, handled by bureau chiefs without further reference.

E.H.B.

SUMMARY OF RETAINED CARCASSES.

Pregnancy and Parturition.

Pneum., Pleur., Ent., Hepat., Perit., Metritis, etc.	Icterus.	Injuries.	Cysticercus. Miscellaneous.	Held over from previous month.	Retained during month.	TOTAL.	Disposed of during month.	Held over.
					557	557	557	2
2	2				326	326	326	
					803	803	803	
					551	551	551	
2	2				2237	2237	2237	
					37	37	37	
1					33	33	33	
					75	75	75	
1					145	145	145	
4		3			248	248	248	
					5	5	5	
4		3			253	253	253	
					3	3	3	
					12	12	12	
					15	15	15	
		1			34	34	34	
					8	8	8	
					4	4	4	
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D)
offices

171. MATERIAL FOR OUTSIDE PUBLICATION OR FOR RADIO ADDRESSES.--
Employees of the department, when requested to do so, may be permitted to prepare for publication textbooks, articles, and similar publications, and to prepare addresses intended for broadcasting by radio, upon special subjects connected with the policies and unpublished work of the department. Work of this character should not be permitted to encroach upon the time, energy, and attention required by employees for the effective prosecution of their departmental duties, whether in research, extension, or other work, and should be undertaken only after thorough consideration and approval (of) by the chief of the bureau or bureaus concerned and approval by the (Assistant) Secretary in charge of publication (activities). A definite outline of each such contemplated publication or radio address should then be submitted for the approval of the (Assistant) Secretary by the chief of the bureau or bureaus concerned, with (his) appropriate recommendation. The manuscript in its final form should be submitted to the chief of bureau or bureaus concerned and the (Assistant) Secretary for approval before (publication) release.

official in charge of publication

This procedure should be followed whether or not compensation is expected, except that articles on strictly agricultural subjects of a purely local character, prepared by the demonstration or other local agents of the department for the information and guidance of farmers in their respective districts, may be published in county or other papers of restricted distribution, or radio addresses of similar purport may be delivered, upon the approval of such articles or addresses by the district or State supervisory officer. Such officers should not, however, permit the publication or broadcasting of any matter of a controversial nature or which does not strictly pertain to the work under their charge.

radio addresses

Authors should notify the librarian of the department when articles or prepared by them are published in outside journals or papers. If the librarian does not have copies of publications containing articles, authors are expected to furnish the librarian a copy of each article as it finally appeared, either in printed or manuscript form.

The preparation by employees of the department of books or articles or radio addresses on subjects not including the unpublished results of department work nor including a discussion of the policies of the department is not contemplated in the foregoing, but is subject to the limitations upon other forms of outside work prescribed by paragraph 44 of these regulations. If the books or articles or radio addresses relate to published work of the department, or if the author's connection with the department is in any way shown, the approval of the (bureau) chief of the bureau having jurisdiction over the subject matter discussed must be secured.

or official in charge of publication activities

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 17, 1922.

MEMORANDUM NO. 401.

OR FOR RADIO ADDRESSES

Amendment to the Administrative Regulations.

Paragraph 171 of the Administrative Regulations (relating to textbooks, articles for publications, etc.) is hereby amended to read as follows:

171. MATERIAL FOR OUTSIDE PUBLICATION - Employees of the department, when requested to do so, may be permitted to prepare for publication textbooks, articles and similar publications, upon special subjects connected with the policies and unpublished work of the department. Work of this character should not be permitted to encroach upon the time, energy, and attention required by employees for the effective prosecution of their departmental duties, whether in research, extension, or other work, and should be undertaken only after thorough consideration and approval of the Chief of the Bureau or Bureaus concerned, and approval by the Assistant Secretary in charge of publication activities. A definite outline of each such contemplated publication should be submitted for the approval of the Assistant Secretary by the chief of the bureau, with his recommendation. The manuscript in its final form should be submitted to the Chief of the bureau and the Assistant Secretary for approval before publication.

This procedure should be followed whether or not compensation is expected, except that articles on strictly agricultural subjects of a purely local character, prepared by the demonstration or other local agents of the department for the information and guidance of farmers in their respective districts, may be published in county or other papers of restricted distribution, upon the approval of such articles by the district or State supervisory officer. Such officers should not, however, permit the publication of any matter of a controversial nature or which does not strictly pertain to the work under their charge.

Authors should notify the librarian of the department when articles prepared by them are published in outside journals or papers. If the librarian does not have copies of publications containing articles authors are expected to furnish the librarian a copy of each article as it finally appeared, either in printed or manuscript form.

The preparation by employees of the department of books or articles on subjects not including the unpublished results of department work nor including a discussion of the policies of the department is not contemplated in the foregoing, but is subject to the limitations upon other forms of outside work prescribed by paragraph 44 of these regulations. If the books or articles relate to published work of the department, or if the author's connection with the department is in any way shown, the approval of the Bureau Chief must be secured.

Secretary.

Henry Wallace

or radio addresses of similar purport be delivered,

Subject to the Bureau's approval of the subject matter.

radio addresses

1. The first part of the report is a general
description of the project and its objectives.
This part should be written in a clear and concise
manner, so that the reader can understand the
purpose of the study.

2. The second part of the report is a
detailed description of the methodology used
in the study. This part should be written in a
clear and concise manner, so that the reader
can understand the methods used in the study.

3. The third part of the report is a description
of the results of the study. This part should be
written in a clear and concise manner, so that
the reader can understand the findings of the
study.

4. The fourth part of the report is a discussion
of the results of the study. This part should be
written in a clear and concise manner, so that
the reader can understand the implications of the
findings of the study.

To

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

May 13, 1924.

MEMORANDUM NO. _____

Radio Addresses.

*Hub Bradley
pls see
this*

Amendments to the Administrative Regulations.

*specialized subjects
proposed by*

Addresses of members of the Department on any phases of the investigational or technical work or relating to the policies of the Department, intended for broadcasting by radio, shall, prior to delivery, be submitted in manuscript form for the prior consideration and approval of the Chief of the Bureau of which the employee concerned is a member, as well as the Chiefs of any other Bureaus of the Department having jurisdiction over the subject matter embodied in the proposed address.

Paragraph 171 of the Administrative Regulations on the subject of "Material for Outside Publication," as amended by Department Memorandum No. 401, dated October 17, 1922, and Paragraph 221 of the Administrative Regulations relating to "Attendance at Meetings and Delivery of Lectures," are hereby amended accordingly.

The exceptions contained in Paragraph 171 of the Administrative Regulations, as revised, governing the preparation by extension agents, for outside publication, of articles on agricultural subjects of a purely local character, shall, however, also apply to radio talks.

Secretary.



Memorandum
for the President
of the United States

Very respectfully,
[Signature]

[Faint, illegible text follows, appearing to be a memorandum format with a subject line and several paragraphs of text.]

May 13, 1924.

MEMORANDUM NO. _____

Radio Addresses.Amendments to the Administrative Regulations.

Addresses of members of the Department on any phases of the investigational or technical work or relating to the policies of the Department, intended for broadcasting by radio, shall, prior to delivery, be submitted in manuscript form for the prior consideration and approval of the Chief of the Bureau of which the employee concerned is a member, as well as the Chiefs of any other Bureaus of the Department having jurisdiction over the subject matter embodied in the proposed address.

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Secretary.

May 9, 1924.

RADIO TALK: "THE LURE OF THE GARDEN."

These papers concern a request by David Lumsden, Horticulturist, Federal Horticultural Board, to deliver a radio lecture on "The Lure of the Garden."

Dr. Taylor's Position.

Dr. W.A. Taylor points out that any address of this sort would be accepted by the public as expressing the views of the specialists engaged on such work in the Department; and believes that a discussion by a member of one bureau of the subject matter of another bureau should be discouraged. Suggests adoption of a definite policy in such cases.

Dr. Ball Takes Exception to Dr. Taylor's Position.

Dr. Ball believes that in a popular radio talk no theories are likely to be advanced that would adversely affect Department's work; that a representative of one bureau could hardly discuss an agricultural subject in a popular way without introducing phases of work within the province of several bureaus; that no general policy be adopted at this time during the formulative stage of radio development, but that each case be determined on its merits; and that examination of manuscript by approving officer would safeguard Department in every way.

Mr. Campbell Supports Dr. Taylor's Position.

Mr. Campbell agrees with Dr. Ball that during the transitional stage of radio development it would be preferable to give consideration individually to cases of this kind, rather than establish a general Department policy. While he does not believe that representatives of Department should be too narrowly restricted in the course of their addresses to the exclusive field in which they operate, nevertheless, he thinks it would be an administrative mistake to permit undue liberality in such matters and that it would result in discouragement, perhaps demoralization, if the specialized work of one bureau is presented by one not engaged in its development.

FHB

May 1, 1934.

Mr. W.A. Taylor, to deliver a radio lecture on "The Role of

Mr. W.A. Taylor points out that any address of this sort would be
of the subject matter of another person should be discussed
Suggests adoption of a definite policy in such cases.

Option to Mr. Taylor's Position.

Dr. Ball believes that in a popular field talk no theories and likely
to be advanced that would adversely affect Department's work; that a representative of one person could hardly discuss agricultural subject in a way without introducing phases of work within the province of several persons; that no general policy be adopted at this time during the formative stage of radio development, but that each case be determined on its merits.

Suggests Dr. Taylor's Position.

Mr. Campbell agrees with Dr. Ball that during the formative stage of development it would be preferable to give consideration individually to cases of this kind, rather than establish a general Department policy. While he does not believe that representatives of Department should be too narrowly restricted in the course of their addresses to the exclusive field in which they operate, nevertheless, he thinks it would be an administrative mistake to permit anyone financially in such matters and that it would result in disorganization, perhaps demoralization, in the specialized work of one person is presented by one not engaged in its development.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE DIRECTOR OF REGULATORY WORK

WASHINGTON

April 26, 1924.

MEMORANDUM FOR THE SECRETARY.

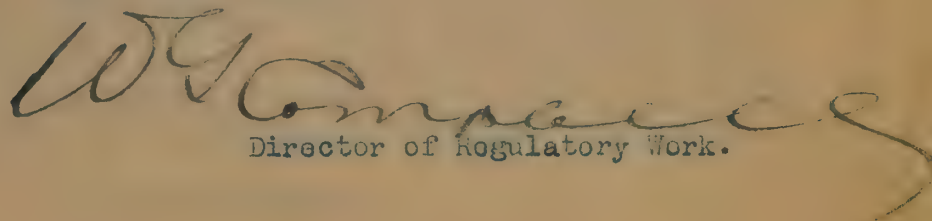
Dear Mr. Secretary:

I am inclined to agree with the view expressed by Doctor Ball that since radio broadcasting is in such a transitional stage it would be better to give consideration individually to cases of this kind as they arise rather than to attempt just now to determine a Departmental policy which would be expressed in controlling regulations.

Personally, I do not share the very liberal view expressed by him in the third paragraph of his memorandum. I recognize that this subject "The Lure of the Garden" is one which could be treated in innumerable ways. On the bases of personal experience I probably could speak on it in a popular way, although totally unqualified to do so from the viewpoint of either the horticulturalist or the entomologist. While it may not be advisable to restrict, in the course of their addresses, representatives of the Department to the possibly narrow or exclusive field in which they operate, it seems to me that it would be an administrative mistake to permit undue liberality in such matters. The conclusion is unquestionably justified that if introduced to his audience as an officer in the Department of Agriculture a certain significance will be given to Mr. Lumsden's statements which would not attach to expressions made by one without such connection. I am impressed with the statement made in Doctor Taylor's memorandum that "The Bureau of Plant Industry conducts investigations including in its field the range of the subject proposed to be discussed by Mr. Lumsden". If the specialized work of the Department is to be presented by other than those engaged in its development, is not discouragement, perhaps demoralization, likely to result?

It is possible that the address which will be prepared by Mr. Lumsden will be one to which the Bureau of Plant Industry will have no objection whatever and it would seem under ordinary circumstances, therefore, that he should be permitted to deliver it. Nevertheless, if this work, as Doctor Taylor has indicated, is being developed in the Bureau of Plant Industry, if it is a part of the Departmental program of work, I am inclined to the view that members of that Bureau connected with such work are the ones to undertake a public discussion of it.

Very truly yours,


Director of Regulatory Work.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE DIRECTOR OF SCIENTIFIC WORK
WASHINGTON

April 25, 1924.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The application by Mr. David Lumsden for permission to give a radio talk on "The Lure of the Garden", together with a memorandum from the Bureau of Plant Industry, has been considered.

The Bureau of Plant Industry memorandum would indicate that they would like to have the whole matter of radio communication passed upon and finally adjudicated before consideration of this particular request. It seems to me that it would be rather unwise for the Department to attempt to make any final determination on as important a matter as the distribution of information over radio at this time. The subject is entirely new and in a formulative stage, and new developments are promised in the near future which may materially affect the whole status of this work. I would therefore suggest that each individual case be considered on its merits and that no definite policy be undertaken until such time as the industry has become more stable and it will be possible to consider other phases of it.

The conclusion of the Bureau of Plant Industry, that no one connected with the Department could discuss a subject which involves material in another Bureau, would practically prohibit anyone, except the Secretary and possibly the Director of Extension Work, from discussing any agricultural subject at all because any popular discussion of an agricultural subject involves phases that would be within the province of several Bureaus. I cannot conceive of anyone in the Bureau of Plant Industry discussing a subject without raising questions that would involve two or three other Bureaus. On the other hand, I cannot imagine anyone giving a popular radio talk who would advance any theories that would in any way affect the work of the Department of Agriculture. It would seem to me that if in the ordinary process the manuscript of such a radio talk was presented for approval, it would be very easy for the approving officer to ascertain whether there was any reasonable probability that any statements therein would involve the Department in any way. Personally, I should be very much surprised if there was anything in a popular talk intended to encourage the gardening instinct that would in any way be detrimental to the interests of any Government Department.

I would therefore suggest that rather than adding at this time to the burden of restrictive regulations which make it difficult to obtain and hold men in Government service, the entire matter be left open and each individual case determined on its merits, and that in this particular case, if not already too late, an outline of the lecture be submitted for approval.

Sincerely yours,

Ed Ball
director.

United States Department of Agriculture,
Bureau of Plant Industry.

J
Office of Chief of Bureau.

Washington, D. C., March 14, 1924.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The enclosed application by Mr. David Lumsden for permission to deliver a lecture from the radio station of WCAP of Washington, D. C., on "The Lure of the Garden," has been referred to this Bureau by Dr. C. L. Marlatt, Chairman of the Federal Horticultural Board, by which Mr. Lumsden is employed. As this is the first request of this sort we have had, we should like to use it as a basis for establishing definite practices in regard to similar applications which no doubt will come along in due course.

Memorandum No. 401 includes the following paragraphs on the subject "Material for Outside Publication":

"Employees of the department, when requested to do so, may be permitted to prepare for publication textbooks, articles and similar publications upon special subjects connected with the policies and unpublished work of the department. Work of this character should not be permitted to encroach upon the time, energy, and attention required by employees for the effective prosecution of their departmental duties, whether in research, extension, or other work, and should be undertaken only after thorough consideration and approval of the Chief of the Bureau or Bureaus concerned, and approval by the Assistant Secretary in charge of publication activities. A definite outline of each such contemplated publication should be submitted for the approval of the Assistant Secretary by the Chief of the Bureau, with his recommendation. The manuscript in its final form should be submitted to the Chief of the Bureau and the Assistant Secretary for approval before publication.

This procedure should be followed whether or not compensation is expected, except that articles on strictly agricultural subjects of a purely local character, prepared by the demonstration or other local agents of the department for the information and guidance of farmers in their respective districts, may be published in county or other papers of

restricted distribution, upon the approval of such articles by the district or State supervisory officer. Such officers should not, however, permit the publication of any matter of a controversial nature or which does not strictly pertain to the work under their charge."

Memorandum No. 402 on the subject of "Outside Work" reads in part as follows:

"No officer or employee engaged continuously on work in the Department shall perform or be engaged in any work for private individuals, firms, companies, organizations, or institutions,

(c) If the work to be done in a private capacity may be construed by the public to be the official acts of the Department;

(e) If the doing of such work may involve the use of information secured as the results of employment in the Department to the detriment of the public service;

(f) If such employment may tend to bring criticism on the Department or cause embarrassment."

Paragraph 221 of the Administrative Regulations, on the subject "Attendance at Meetings and Delivery of Lectures," reads in part as follows:

"Authorizations for attendance at meetings will be confined chiefly to gatherings of farmers, live-stock growers, and others interested in agriculture (including horticulture and forestry) for the purpose of giving instruction or acquiring information by employees of the department. Authorizations to attend conventions of scientific societies or associations or to deliver addresses at schools, colleges, and other educational institutions will be given only to a limited extent and then only for the purpose of acquiring or giving information on subjects directly relating to the work of the department. Each case will be considered by the Secretary on its merits, upon recommendation of the Chief of the Bureau concerned....."

The delivery of an address over the radio differs essentially, it seems to me, from the delivery of a lecture in the customary way in that the audience is almost unlimited and as a result the possibilities of beneficial or injurious results greatly magnified. Normally, an address such as is contemplated would have value to the radio station mainly because of the connection of the individual giving it with the Department of Agriculture.

restricted distribution, upon the approval of such articles by the district or State supervisory officer. Each officer should not, however, permit the publication of any matter of a character which would reflect unfavorably upon the Government or its officials.

part as follows:

- (a) If the work to be done in a private capacity is to be considered by the public to be the official work of the Government;
- (e) If the doing of such work may involve the use of information or confidential sources of the Government;
- (f) If the doing of such work may result in the disclosure of information or confidential sources of the Government;
- (g) If the doing of such work may result in the disclosure of information or confidential sources of the Government.

Paragraph 321 of the Administrative Regulations, on the subject of "Confidential Sources of Information," is as follows:

"Authorizations for attendance at meetings will be confined chiefly to gatherings of farmers, live-stock growers, and others interested in agriculture (including horticulture and forestry) for the purpose of giving instruction or acquiring information by employees of the Government. Authorizations to attend conventions of scientific societies or associations or to deliver addresses at schools, colleges, and other educational institutions will be given only to a limited extent and then only for the purpose of acquiring or giving information. Authorizations for attendance at meetings will be confined chiefly to gatherings of farmers, live-stock growers, and others interested in agriculture (including horticulture and forestry) for the purpose of giving instruction or acquiring information by employees of the Government. Authorizations to attend conventions of scientific societies or associations or to deliver addresses at schools, colleges, and other educational institutions will be given only to a limited extent and then only for the purpose of acquiring or giving information. Authorizations for attendance at meetings will be confined chiefly to gatherings of farmers, live-stock growers, and others interested in agriculture (including horticulture and forestry) for the purpose of giving instruction or acquiring information by employees of the Government. Authorizations to attend conventions of scientific societies or associations or to deliver addresses at schools, colleges, and other educational institutions will be given only to a limited extent and then only for the purpose of acquiring or giving information."

The delivery of an address over the radio differs essentially from the delivery of a lecture in the customary way in that the audience is almost unlimited and as a result the possibilities of beneficial or injurious results greatly magnified. Normally, an address such as is contemplated would have value to the Government in giving it with the Department of Agriculture.

The Bureau of Plant Industry conducts investigations including in its field the range of the subject proposed to be discussed by Mr. Lumsden, and it seems to me that an address by him on the subject indicated would in effect be generally accepted as the views of the specialists engaged on work of this sort in the Department of Agriculture. It is true that an individual delivering an address over the radio undoubtedly will have his paper prepared in advance and it would no doubt be practicable to review and approve the address before it is given, as is done in the case of material for outside publication. However, it would be comparable to a member of the staff of this Bureau delivering an address on an entomological subject in its effects on the work of the Bureau of Entomology. While in each case a copy of the proposed address could be submitted and reviewed, this would take up the official time of our technical men, and if there should be any disagreement in the points of view, only embarrassment would result. Personally, I believe that a discussion by an individual in one branch of the service of subject matter of another branch, where the discussion while done in a private capacity may be considered by the public to be the official act of the Department, should be discouraged.

Very respectfully,

M. A. Taylor
Chief of Bureau.

The Bureau of Plant Industry conducts investigations in its field the range of the subject proposed to be discussed. It seems to me that an address by him on the subject indicated would in effect be generally accepted as the views of the specialists engaged on work of this sort in the Department of Agriculture. It is true that an individual delivering an address over the radio undoubtedly will have his paper prepared in advance and it would no doubt be practicable to review and approve the address before it is given, as is done in the case of material for outside publication. However, it would be comparable to a member of the staff of this Bureau delivering an address on an entomological subject in its effects on the work of the Bureau of Entomology. While in each case a copy of the proposed address could be submitted and reviewed, this would take up the official time of our technical staff. Only embarrassment would result. Personally, I believe that a discussion by an individual in one branch of the service of subject matter of another branch, where the discussion while done in a private capacity may be considered by the public to be the official act of the

Chief of Bureau



United States Department of Agriculture

Division of Accounts and Disbursements

Washington, D. C.

April 3, 1924.

MEMORANDUM FOR MR. W. A. JUMP

Dear Mr. Jump:

The Committee on Finance and Business Methods has given consideration to the attached letter from the Chief of the Bureau of Plant Industry, enclosing an application by Mr. David Lumsden for permission to deliver a lecture from the radio station of WCAP of Washington, D.C. As this matter vitally concerns among other things an important departmental policy which, of course, must be determined by the Secretary alone, the Committee can give only its views and recommendations as it affects the Administrative Regulations of the Department.

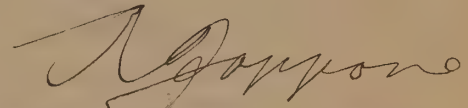
The whole subject has been gone into so thoroughly by Doctor Taylor in his Memorandum to the Secretary of March 14, 1924, that it would serve no useful purpose to repeat what has been said there. Attention is therefore directed to that part of Paragraph 221 of the Administrative Regulations mentioned on page 2 of his letter describing the manner in which employees may attend conventions of scientific societies or associations, or to deliver addresses at schools, colleges and other educational institutions after approval by the Secretary upon the recommendation of the chief of bureau. Should the Secretary deem fit to approve Mr. Lumsden's application, the Committee has included a recommendation in the revised draft of the Administrative Regulations which, as you know, is now in course of preparation, to

include authorizations to address an audience by the use of the radio. In addition, a paragraph has been inserted in Paragraph 171, "Material for Outside Publication", requiring an employee who desires to broadcast an address by radio to submit the proposed address to the chief of his bureau before delivery.

The Committee believes these amendments to be sufficient to safeguard the Department's interests, and at the same time give employees every reasonable opportunity to make use of this device for publicity purposes.

May I thank you to advise me of the Secretary's action in this case.

Yours very truly,



Chairman, Advisory Committee
on Finance and Business Methods.

Enclosure.

(Duplicate)

2.

J

March 14, 1924.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The enclosed application by Mr. David Lumsden for permission to deliver a lecture from the radio station of WCAP of Washington, D. C., on "The Lure of the Garden," has been referred to this Bureau by Dr. C. L. Marlatt, Chairman of the Federal Horticultural Board, by which Mr. Lumsden is employed. As this is the first request of this sort we have had, we should like to use it as a basis for establishing definite practices in regard to similar applications which no doubt will come along in due course.

Memorandum No. 401 includes the following paragraphs on the subject "Material for Outside Publication":

"Employees of the department, when requested to do so, may be permitted to prepare for publication textbooks, articles and similar publications upon special subjects connected with the policies and unpublished work of the department. Work of this character should not be permitted to encroach upon the time, energy, and attention required by employees for the effective prosecution of their departmental duties, whether in research, extension, or other work, and should be undertaken only after thorough consideration and approval of the Chief of the Bureau or Bureaus concerned, and approval by the Assistant Secretary in charge of publication activities. A definite outline of each such contemplated publication should be submitted for the approval of the Assistant Secretary of the Chief of the Bureau, with his recommendation. . . . The manuscript in its final form should be submitted to the Chief of Bureau and the Assistant Secretary for approval before publication.

This procedure should be followed whether or not compensation is expected, except that articles on strictly agricultural subjects of a purely local character, prepared by the demonstration or other local agents of the department for the information and guidance of farmers in their respective districts, may be published in county or other papers of

(Supplement II)

The following is a list of the subjects of the cultural subjects of a purely local character, prepared by the demonstration or other local agents of the Department for the information and guidance of farmers in their respective districts, may be published in county or other papers of the district.

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restricted distribution, upon the approval of such articles by the district or State supervisory officer. Such officers should not, however, permit the publication of any matter of a controversial nature or which does not strictly pertain to the work under their charge."

Memorandum No. 402 on the subject of "Outside Work" reads in part as follows:

"No officer or employee engaged continuously on work in the Department shall perform or be engaged in any work for private individuals, firms, companies, organizations, or institutions,

(c) If the work to be done in a private capacity may be construed by the public to be the official acts of the Department;

(e) If the doing of such work may involve the use of information secured as the results of employment in the Department to the detriment of the public service;

(f) If such employment may tend to bring criticism on the Department or cause embarrassment."

Paragraph 221 of the Administrative Regulations, on the subject "Attendance at Meetings and Delivery of Lectures," reads in part as follows:

"Authorizations for attendance at meetings will be confined chiefly to gatherings of farmers, live-stock growers, and others interested in agriculture (including horticulture and forestry) for the purpose of giving instruction or acquiring information by employees of the department. Authorizations to attend conventions of scientific societies or associations or to deliver addresses at schools, colleges, and other educational institutions will be given only to a limited extent and then only for the purpose of acquiring or giving information on subjects directly relating to the work of the department. Each case will be considered by the Secretary on its merits, upon recommendation of the Chief of the Bureau concerned....."

The delivery of an address over the radio differs essentially, it seems to me, from the delivery of a lecture in the customary way in that the audience is almost unlimited and as a result the possibilities of beneficial or injurious results greatly magnified. Normally, an address such as is contemplated would have value to the radio station mainly because of the connection of the individual giving it with the Department of Agriculture.

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The Bureau of Plant Industry conducts investigations including in its field the range of the subject proposed to be discussed by Mr. Lumsden, and it seems to me that an address by him on the subject indicated would in effect be generally accepted as the views of the specialists engaged on work of this sort in the Department of Agriculture. It is true that an individual delivering an address over the radio undoubtedly will have his paper prepared in advance and it would no doubt be practicable to review and approve the address before it is given, as is done in the case of material for outside publication. However, it would be comparable to a member of the staff of this Bureau delivering an address on an entomological subject in its effects on the work of the Bureau of Entomology. While in each case a copy of the proposed address could be submitted and reviewed, this would take up the official time of our technical men, and if there should be any disagreement in the points of view, only embarrassment would result. Personally, I believe that a discussion by an individual in one branch of the service of subject matter of another branch, where the discussion while done in a private capacity may be considered by the public to be the official act of the Department, should be discouraged.

Very respectfully,

Chief of Bureau.

[illegible]

3E)

C O P Y

UNITED STATES DEPARTMENT OF AGRICULTURE
Federal Horticultural Board
Washington, D. C.

March 4, 1924.

Dr. C. L. Marlatt,

Federal Horticultural Board.

Dear Dr. Marlatt:

Request is made for permission to deliver a lecture
from the Radio station of WCAP, Washington, D. C. at an
early date, no remuneration. The subject of the lecture
to be "The Lure of the Garden."

Very sincerely yours,

(Signed) D. Lumsden

Horticulturist,
Federal Horticultural Board.

dl/car

Dear Doctor Taylor:

This matter would seem to be one that should properly
be approved by the Bureau of Plant Industry.

C. L. Marlatt.

O.K.

R. Kent Beattie

C. L. M.

RECEIVED BY THE DIRECTOR
OF THE BUREAU OF
INVESTIGATION
JAN 10 1934

Jan 9, 1934

Dear Sir:

Reference is made to your letter of January 4, 1934.

Very truly yours,

The Bureau is in receipt of your letter of January 4, 1934, and is processing the same. The Bureau is also in receipt of your letter of January 4, 1934, and is processing the same. The Bureau is also in receipt of your letter of January 4, 1934, and is processing the same.

Very sincerely yours,

(Signed) J. Edgar Hoover

Special Agent in Charge
Federal Bureau of Investigation

cc -

Enclosure

This letter should be placed in the file of the Bureau of Investigation. The Bureau is also in receipt of your letter of January 4, 1934, and is processing the same.

Sincerely,
J. Edgar Hoover

J. Edgar Hoover
Director
Federal Bureau of Investigation

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
October 6, 1924
★ OCT 16 1924
Please return to
the Secretary's file room

MEMORANDUM No. 504

FILE
P.L. GLADMON

Amendment to the Fiscal Regulations.

Subparagraphs (c), (f), and (h) of paragraph 33 of the Fiscal Regulations of the department are hereby amended by elimination of Georgia from the States enumerated in said subparagraphs in which State laws forbid the payment of train, station and hotel porters' fees and fees to waiters.

The amendment is made pursuant to notice from the Secretary of the State of Georgia of the approval by the Governor of that State on August 18, 1924, of an act from which the following is quoted:

"SECTION 1. Be it enacted by the General Assembly of the State of Georgia, and it is hereby enacted by authority of the same, that an Act approved August 18, 1918 (Acts 1918, pages 273 and 274) entitled, 'An Act to prohibit employes or servants of hotels, restaurants, barber shops or other public places, or of persons, firms or corporations, from soliciting or receiving gratuities or "tips" from guests or patrons of the above mentioned employers, and to prohibit employers from permitting such gratuities or "tips" to be received by their employes or servants, and to provide a punishment therefor,' be and the same is hereby repealed."

Lawrence Wallace

Secretary.

J-

Amendment to the Fiscal Regulations.

Subparagraphs (c), (f), and (n) of paragraph 33 of the Fiscal Regulations of the department are hereby amended by elimination of the words "from the State enumerated in said subparagraphs in which State laws" and "to waiters."

The amendment is made pursuant to notice from the Secretary of

the State of Georgia to the Department of Police, dated July 10,

August 10, 1934, of an act from which the following is quoted:

"Section 1. It is enacted by the General Assembly of the State of

Georgia, that it is hereby enacted to amend the act, passed on

February 20, 1934, (Acts 1934, pages 273 and 274) relating

'An Act to prohibit employees or servants of hotels, restaurants,

barber shops or other public places, or of persons, firms or corporations

from soliciting or receiving gratuities or "tips" from guests or patrons

of the above mentioned places, and to prohibit waiters from

soliciting and receiving or "tips" to be received by their employees or

servants, and to provide a punishment therefor, be and the same is

enacted."

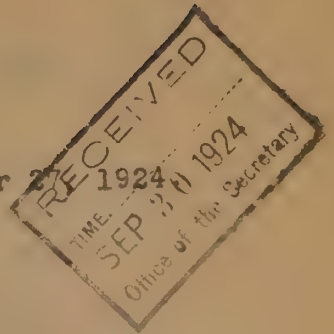
United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

September 27

1924



MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

There is transmitted herewith draft of a proposed memorandum amending paragraph 33 of the Fiscal Regulations of the Department, regarding tips in the State of Georgia. The reason for this action is explained in full in the memorandum itself.

It is recommended by the Advisory Committee on Finance and Business Methods that this memorandum be approved by the Secretary and promulgated at an early date. It has been passed upon by the Solicitor of the Department and bears his initials.

Very respectfully,

A. G. Appone
Chairman, Advisory Committee on Finance
and Business Methods.

- Enclosures.

(See Mr. Biependorf)

THE UNITED STATES OF AMERICA

TO THE HONORABLE SECRETARY OF THE ARMY
WASHINGTON, D. C.
FROM THE HONORABLE SECRETARY OF THE NAVY

RE: [illegible]
[illegible]
[illegible]

Very respectfully,
[illegible]

Very truly yours,
[illegible]



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 30, 1924.

MEMORANDUM No. 505

FILED
★ OCT 16 1924
Please return to
the Secretary's Office
P. L. GLADNEY

Amendment to the Administrative Regulations.

Paragraph 494 of the Administrative Regulations of the Department is hereby amended to read as follows:

494. SATURDAY AFTERNOONS IN SUMMER.- Beginning with the second Saturday in June, all Saturdays to and including the second Saturday in September will be charged as four hours in annual leave and as a whole day in sick leave and leave without pay.

The above amendment is issued in order to conform to the Executive Order of the President, dated June 13, 1924, which specifically states that "from the second Saturday of June to the second Saturday of September, both inclusive," instead of "from June 15 to September 15, inclusive," four hours shall constitute a day's work on Saturdays.

C. F. Marvin

Acting Secretary.

W. W. 1

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

October 1, 1924

Administrative Regulations

Administrative Regulations of the

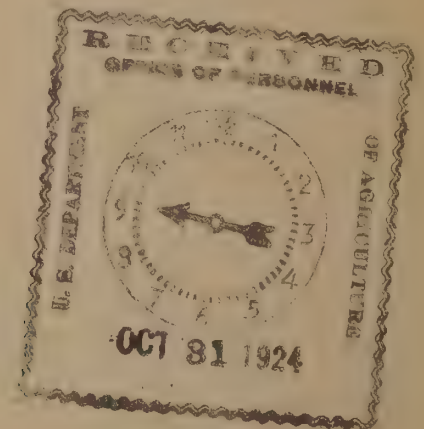
Department is hereby amended as follows:

494. SATURDAY AFTERNOON IN CHARGE. - Employees with the second Saturday in June, all Saturdays to and including the second Saturday in September, shall be charged as four hours of overtime work and leave without pay.

It is ordered in order to conform to the

act, dated June 12, 1922, which

the second Saturday of June, 1924, shall be charged as four hours of overtime work and leave without pay.



Administrative Regulations.

494. SATURDAY AFTERNOONS IN SUMMER.- «Saturdays occurring between June 15 and September 15, inclusive» Beginning with the second Saturday in June, all Saturdays to and including the second Saturday in September will be charged as four hours in annual leave «but» and as a whole day in sick leave and leave without pay.

New language underscored _____.

Omitted language in heavy brackets « ».

Administrative Regulations.

1. The following regulations shall apply to all employees of the Department of the Interior, Bureau of Land Management, who are employed on a full-time basis.

2. The normal working day shall be eight hours, from 8:00 a.m. to 4:00 p.m., Monday through Friday, except on public holidays.

3. Employees shall be entitled to a minimum of 15 days of annual leave per year, which shall be accumulated from year to year.

4. Employees shall be entitled to a minimum of 10 days of sick leave per year, which shall be accumulated from year to year.

5. Employees shall be entitled to a minimum of 5 days of unpaid leave per year, which shall be accumulated from year to year.

6. Employees shall be entitled to a minimum of 5 days of unpaid leave per year, which shall be accumulated from year to year.

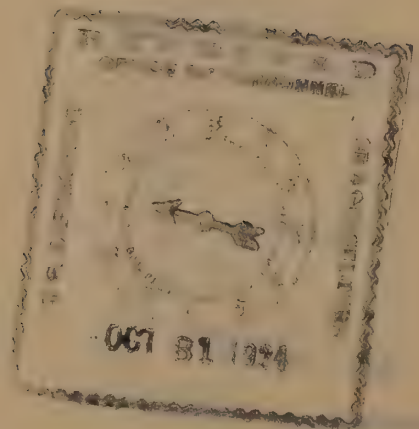
7. Employees shall be entitled to a minimum of 5 days of unpaid leave per year, which shall be accumulated from year to year.

8. Employees shall be entitled to a minimum of 5 days of unpaid leave per year, which shall be accumulated from year to year.

9. Employees shall be entitled to a minimum of 5 days of unpaid leave per year, which shall be accumulated from year to year.

10. Employees shall be entitled to a minimum of 5 days of unpaid leave per year, which shall be accumulated from year to year.

Approved: _____
Special Agent in Charge



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 16, 1924.

CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

The following Executive Order of the President is quoted
for your information and guidance:

"It is hereby ordered that from the second Saturday of June to the second Saturday of September, both inclusive, of each year until further notice, four hours, exclusive of time for luncheon, shall constitute a day's work on Saturdays for all clerks and other employees of the Federal Government, wherever employed; and all Executive or other orders in conflict herewith, except the Executive Order of April 4, 1908, relating to certain naval stations, are hereby revoked.

"Provided, however, that this Order shall not apply to any bureau or office of the Government, or to any of the clerks or other employees thereof, that may for special public reasons be excepted therefrom by the head of the Department or establishment having supervision or control of such bureau or office, or where the same would be inconsistent with the provisions of existing law."

CALVIN COOLIDGE.

THE WHITE HOUSE,
June 13, 1924.

If additional copies of this Order are desired it is requested that your order for same be placed direct with the Office of Editorial and Distribution Work.



Chief Clerk.



United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

October 23, 1924.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

In order to conform to the Executive Order of the President, dated June 13, 1924, it will be necessary to change our regulations. Accordingly, there is enclosed herewith draft of a proposed memorandum amending paragraph 494 of the Administrative Regulations which are about to be issued. It is recommended that this memorandum be approved by the Secretary and promulgated. It has been passed upon by the Solicitor and ~~Heats~~, his initials.

Very respectfully,



Chairman, Advisory Committee on Finance
and Business Methods.

Enclosure.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 30, 1924.

MEMORANDUM No. 506

FILED
OCT 31 1924
U.S. DEPT. OF AGRICULTURE
WASHINGTON

Amendment to the Administrative Regulations

Paragraph 689 of the Administrative Regulations of the Department is hereby amended to read as follows:

689. JURY SERVICE.- Employees of the department are exempt from jury service in the District of Columbia; are ineligible in the District of Columbia and elsewhere for jury service whenever the United States is a party, and can not lawfully be compelled to perform jury service in State or municipal courts if such service will interfere substantially with their official duties, but whether a particular employee shall be held exempt on this ground is a question to be decided in the first instance by the court issuing the summons, upon the facts which may be submitted to it by the employee or his official superior. In every case, therefore, where an employee is summoned for jury service in a State or municipal court, he should appear, and, if such service will interfere substantially with the performance of his duties, he should respectfully inform the court of that fact and request to be excused. If the court declines to excuse him, the employee should report the facts by wire to the chief of his bureau and take the matter up with the United States attorney for the district in which he is located. The chief of the bureau will notify the Solicitor immediately, in order that the Attorney General may be requested to instruct the United States attorney to render the employee such legal assistance as may be necessary.

Employees who attend State or municipal courts as jurors will be required to take annual leave or leave without pay during the entire period of such service.

The purpose of this amendment is to express what was before left to implication, namely, that whether an employee should be excused from jury service because of interference of such service with his official duties is a question to be decided in the first instance by the court issuing the summons.

E. F. Marvin
Acting Secretary.
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UNITED STATES DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.

MEMORANDUM FOR THE SECRETARY

Transmittal to the Administrative Regulations

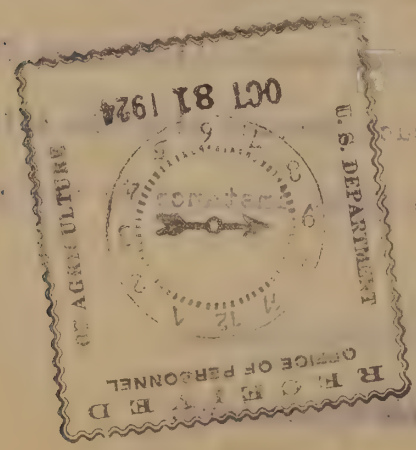
Paragraph 609 of the Administrative Regulations of the Department

is hereby amended to read as follows:

609. JURY SERVICE. - Employees of the Department are exempt from jury service in the District of Columbia; are ineligible in the District of Columbia and elsewhere for jury service whenever the United States is a party, and can not lawfully be compelled to perform jury service in State or municipal courts if such but whether a particular employee shall be held exempt on this ground is a question to be decided in the first instance by the court issuing the summons, upon the facts which may be admitted to it by the employee or his official superior. In every case, therefore, where an employee is summoned for jury service in a State or municipal court, he should appear, and, if such service will interfere substantially with the performance of his duties, he should respectfully inform the court of that fact and request to be excused. If the court declines to excuse him, the employee should report the facts by letter to the chief of his bureau and take the matter up with the United States Attorney for the district in which he is located. The chief of the bureau will notify the Solicitor immediately, in order that the Attorney General may be requested to instruct the United States Attorney to request the employee such legal assistance as may be necessary. Employees who attend State or municipal courts as jurors will be required to take annual leave or leave without pay during the entire period of such service.

The purpose of this amendment is to exempt those who are before the

jury service because of interference of the
in the question to be decided in the



October , 1924.

MEMORANDUM No.

Amendment to the Administrative Regulations.

Paragraph 689 of the Administrative Regulations of the Department is hereby amended to read as follows:

689. JURY SERVICE.- Employees of the department are exempt from jury service in the District of Columbia; are ineligible in the District of Columbia and elsewhere for jury service whenever the United States is a party, and can not lawfully be compelled to perform jury service in State or municipal courts if such service will interfere substantially with their official duties, but whether a particular employee shall be held exempt on this ground is a question to be decided in the first instance by the court issuing the summons, upon the facts which may be submitted to it by the employee or his official superior. In every case, therefore, where an employee is summoned for jury service in a State or municipal court, he should appear, and, if such service will interfere substantially with the performance of his duties, he should respectfully inform the court of that fact and request to be excused. If the court declines to excuse him, the employee should report the facts by wire to the chief of his bureau and take the matter up with the United States attorney for the district in which he is located. The chief of the bureau will notify the solicitor immediately, in order that the Attorney General may be requested to instruct the United States attorney to render the employee such legal assistance as may be necessary.

Employees who attend State or municipal courts as jurors will be required to take annual leave or leave without pay during the entire period of such service.

The purpose of this amendment is to express what was before left to implication, namely, that whether an employee should be excused from jury service because of interference of such service with his official duties is a question to be decided in the first instance by the court issuing the summons.

Secretary.

Attachment to the Administrative Regulations.

ment is hereby amended to read as follows:

Employees who attend State or municipal courts as jurors during the entire period of such service.

1. The first of these is the fact that the Commission has not yet received any information from the Government of the United States regarding the activities of the Committee for the Liberation of the Americas (CLA) in the United States.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D. C.

October 20, 1924.

Mr. A. Zappone,
Chief, Division of
Accounts and Disbursements.

Dear Mr. Zappone:

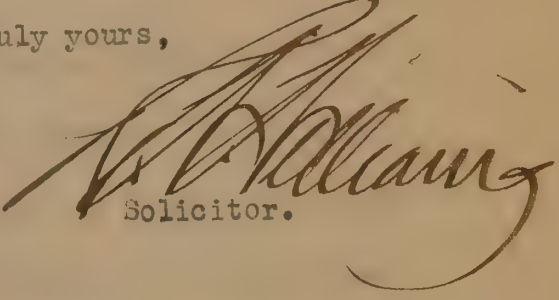
I have considered the proposed memorandum amending Paragraph 689 of the Administrative Regulations. I have observed the change which has been made in the language which I suggested for the first paragraph of this regulation. I am compelled to tell you that the change introduces an element of uncertainty which it was my purpose to avoid in the language I suggested. The purpose of this paragraph of the regulation is to state a proposition of law not a rule that might apply in "ordinary" cases, leaving much uncertainty as to what are the extraordinary cases. I advise you to return to the language I proposed with the two insertions and one elimination which I have made with pencil on the copy which I submitted to you.

If any explanation is needed of the reasons for the amendment, and it doesn't occur to me that any is needed in this case, that explanation should be something about like this,

The purpose of this amendment is to express what was before left to implication, namely, that whether an employee should be excused from jury service because of interference of such service with his official duties is a question to be decided in the first instance by the court issuing the summons.

It occurs to me that nothing further need be said in the explanation of the reasons for the amendment.

Very truly yours,


Solicitor.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October , 1924.

MEMORANDUM No.

Amendment to the Administrative Regulations.

Paragraph 689 of the Administrative Regulations of the Department is hereby amended to read as follows:

689. JURY SERVICE.-- Employees of the department are exempt from jury service in the District of Columbia; are ineligible in the District of Columbia and elsewhere for jury service whenever the United States is a party, and ordinarily will not be compelled to perform jury service in State or municipal courts if in the opinion of the court such service will interfere substantially with their official duties. Whether a particular employee shall be held exempt on this ground, however, is a question to be decided in the first instance by the court issuing the summons, upon the facts which may be submitted to it by the employee or his official superior.

In every case, therefore, where an employee is summoned for jury service in a State or municipal court, he should appear, and, if such service will interfere substantially with the performance of his duties, he should respectfully inform the court of that fact and request to be excused. If the court declines to excuse him, the employee should report the facts by wire to the chief of his bureau and take the matter up with the United States attorney for the district in which he is located. The chief of bureau will notify the solicitor immediately, in order that the Attorney General may be requested to instruct the United States attorney to render the employee such legal assistance as may be necessary.

Employees who attend State or municipal courts as jurors will be required to take annual leave or leave without pay during the entire period of such service.

The above amendment is considered desirable because it is thought the old regulation does not accurately portray the situation when it states that employees "can not be compelled to perform jury service in State or municipal courts if such service will interfere substantially with their official duties." This may not always be

the case, as it lies with the court in the first instance to determine whether or not the reasons given justify him in excusing the individual. The regulation is further clarified in this respect by the addition of certain new language which it is believed will be helpful to employees who may be called upon for jury service and desire to be excused when it is felt that such jury service will interfere substantially with their official duties.

Secretary.

Administrative Regulations.

689. JURY SERVICE.- Employees of the department are exempt from jury service in the District of Columbia; are ineligible in the District of Columbia and elsewhere for jury service whenever the United States is a party, and ordinarily will not ((can not)) be compelled to perform jury service in State or municipal courts if in the opinion of the court such service will interfere substantially with their official duties. Whether a particular employee shall be held exempt on this ground, however, is a question to be decided in the first instance by the court issuing the summons, upon the facts which may be submitted to it by the employee or his official superior.

In every case, therefore, where an employee is summoned for jury service in a State or municipal court, he should appear, and, if such service will interfere substantially with the performance of his duties, he should respectfully inform the court of that fact and request to be excused. If the court declines to excuse him, the employee should report the facts by wire to the chief of his bureau and take the matter up with the United States attorney for the district in which he is located. The chief of bureau will notify the solicitor immediately, in order that the Attorney General may be requested to instruct the United States attorney to render the employee such legal assistance as may be necessary.

Employees who attend State or municipal courts as jurors will be required to take annual leave or leave without pay during the entire period of such service.

New matter underscored _____.

Omitted matter in heavy brackets ().

of the defendant are exempt
of defendant are exempt in
any service whatever

In every case, the defendant is exempted for
any service of a kind or character which, he should report, and
consequently, with the defendant

employee should report the facts by which he is exempted
up with the United States Attorney for the district
in which he is employed. The United States Attorney may be required to
immediately, in order that the attorney general may be required to
immediately, in order that the attorney general may be required to
immediately, in order that the attorney general may be required to

be required to take annual leave or leave without pay during the
entire period of such service.

For further information

3)

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

October 18, 1924.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

There is transmitted herewith draft of a memorandum proposed to amend paragraph 689 of the Administrative Regulations, relating to Jury Service. The reasons for the amendment are set forth in the memorandum itself, and it is believed that the amendment as submitted represents the present practice in cases where employees of the department are summoned for jury service. It has been passed upon by the Solicitor of the Department, and bears his initials.

It is recommended by the Committee that the attached memorandum be approved by the Secretary and promulgated.

Very respectfully,

Chairman, Advisory Committee on Finance
and Business Methods.

Amended paragraph 689. Jury Service.

New matter ~~underscored~~.

689. Jury Service. - Employees of the department are exempt from jury service in the District of Columbia; are ineligible in the District of Columbia and elsewhere for jury service whenever the United States is a party, and ^{lawfully} can not be compelled to perform jury service in State ^{or} of municipal courts if such service will interfere substantially with their official duties, ^{but} Whether a particular employee shall be held exempt on this ground, ~~however~~ is a question to be decided in the first instance by the court issuing the summons, upon the facts which may be submitted to it by the employee or his official superior.

In every case, therefore, where an employee is summoned for jury service in a State or municipal court, he should appear, and, if such service will interfere substantially with the performance of his duties, he should respectfully inform the court of that fact and request to be excused. If the court declines to excuse him, the employee should report the facts by wire to the chief of his bureau and take the matter up with the United States attorney for the district in which he is located. The chief of bureau will notify the solicitor immediately, in order that the Attorney General may be requested to instruct the United States attorney to render the employee such legal assistance as may be necessary.

Employees who attend State or municipal courts as jurors will be required to take annual leave or leave without pay during the entire period of such service.



U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF ACCOUNTS AND DISBURSEMENTS
WASHINGTON, D. C.

8-4819

[Signature]
Sept. 29, 1924.

Dear Mr. Williams:

Please note the attached memorandum from the Chief of the Bureau of Plant Industry, which is self-explanatory, and kindly let me have the benefit of your remarks. A copy of the paragraph relating to jury service as it will appear in the new Administrative Regulations now being printed is also attached for your information. Certain changes in this regulation were made by you and it is noted that the clause specifically mentioned by Doctor Taylor remains in the paragraph. Personally I fail to see that any additional change in the paragraph is necessary at this time but await your advice in the matter.

Prompt consideration will be appreciated.

Respectfully,

[Signature: A. G. Gappone]



3E

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

S

OFFICE OF CHIEF OF BUREAU

WASHINGTON, D. C.,

September 27, 1924.

MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump:

The Administrative Regulations, Paragraph 60, dealing with the matter of jury service of employees of the Department, states that employees "cannot be compelled to perform jury service in state or municipal courts, if such service will interfere with their official duties." I understand that this does not accurately portray the present situation. I am informed that employees cannot be required to serve on juries in connection with federal courts, as they would appear as interested parties, but that, in the case of state and municipal courts, they can be held for jury service at the pleasure of the judge. It is, of course, understood that the circumstances, making it desirable that an employee be excused, may be presented to the judge both by the individual or by proper departmental authorities, but that it lies with the judge as to whether or not the reasons given justify excusing the individual.

The copy of the Administrative Regulations which I have is dated August 1, 1918, but I understand that the new Regulations are now in process of being printed. I am calling this to your attention simply so that, if a change has not been made in the present Regulations, the wording may be given further consideration.

Very sincerely,

M. A. Taylor

Chief of Bureau.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
★ OCT 18 1924
Placed in the Secretary's File

November 1, 1924

MEMORANDUM NO. 507.

Relation of Allocated Positions
to the Civil Service Status of Employees.

FILED
P.L. GLADMAN

The Executive Order of June 19, 1924, permitted certain employees to remain in positions and receive pay to which they were allocated under the Classification Act of 1923 although contrary to existing provisions of civil service rules. Recently one of the Executive Departments requested the Comptroller General to rule as to whether or not such an employee might be promoted to a higher rate in the grade to which he was allocated. In his decision, dated August 13, 1924, the Comptroller General states: "The Executive Order, while authorizing a person to hold a position, the duties of which he was actually performing June 30, 1924, under an irregular assignment, thereby entitling the employee to the initial rate of compensation of the position in accordance with his allocation as of July 1, 1924, prohibits any promotion whatever, either in the grade or between grades until the incumbent has properly qualified for the position in accordance with civil service rules and regulations." This decision affects all employees allocated under the Classification Act to positions for which they have not the proper civil service status.

From recent decisions of the Civil Service Commission it appears that the Commission feels bound to follow quite closely this decision in the matter of eligibility for promotions. It has been held, for example, that a person whose civil service status is that of typist is not eligible for transfer to a stenographic vacancy without first passing a stenographic examination, regardless of how efficient a stenographer the person in question may be. The Commission might very probably rule, therefore, that a person whose civil service status was that of typist but who has been classified as a stenographer or clerk-stenographer would not be eligible for promotion in the grade to which classified until he had passed a civil service examination for stenographer. The same rule of course would apply to clerical employees assigned to typist positions, etc. In order to protect themselves against the loss of possible salary increases it would seem advisable for all employees who are not certain that their civil service qualifications entitle them to the classification grade in which their position has been allocated, to look into the matter without delay. Employees can secure from their bureaus the class assigned them in the grade under classification, and can learn their civil service status from Mr. Gladman, the Chief Personnel Officer of the Department.

The Civil Service Commission has recently announced promotion examinations, for the following positions: Under Clerk, Junior Clerk, Under Clerk (filing), Junior Clerk (filing), Under Clerk (bookkeeper), Under Typist, Junior Typist, Under Clerk-Typist, Junior Clerk-Typist, Junior Stenographer, Junior Clerk-Stenographer, Senior Stenographer, Assistant Clerk-Stenographer, Principal Stenographer, Clerk-Stenographer. These examinations are open only to persons employed in Washington, D. C., in the apportioned service in classified positions. Those interested in any of these examinations should secure from Mr. Gladmon Civil Service Commission Announcement No. 354 and Application Form 372 for admission to the examination. In connection with the examinations, attention is invited to Circular No. 125 of the Office of the Secretary, dated October 18, 1924.

Messenger boys, unskilled laborers, and charwomen, who were allocated to the CAF service as of July 1, 1924, are not eligible for the above examinations, nor will they be eligible for promotion within their grade or to another grade, without qualifying in a competitive civil service examination, and receiving a probationary appointment to the classified apportioned service.

Wm. A. Egan

Acting Secretary.

W.A.E.

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U. S. DEPARTMENT
OF AGRICULTURE

NOV 8 1974

DEPARTMENT OF AGRICULTURE
WASHINGTON

November 17, 1924.

MEMORANDUM NO. 508

Federal Horticultural Board

FILED
★ OCT 16 1925
the Secretary's Office

Dr. M. B. Waite, Senior Pathologist in charge of Fruit Disease Investigations, Bureau of Plant Industry, is hereby appointed a member of the Federal Horticultural Board to fill the vacancy caused by the resignation of Dr. Wm. A. Orton from the service of the Department.

The Board, as now constituted, is as follows:

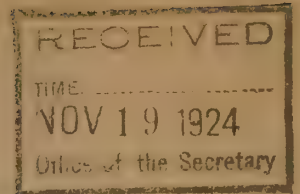
C. L. Marlatt, Chairman,
George B. Sudworth,
W. D. Hunter,
K. F. Kellerman,
M. B. Waite.
R. C. Althouse, Assistant to Chairman.

Harriet M. Gore

Acting Secretary.



United States Department of Agriculture,
Bureau of Plant Industry.



Office of Chief of Bureau.

R

Washington, D. C., November 15, 1924.

The Honorable

The Acting Secretary of Agriculture.

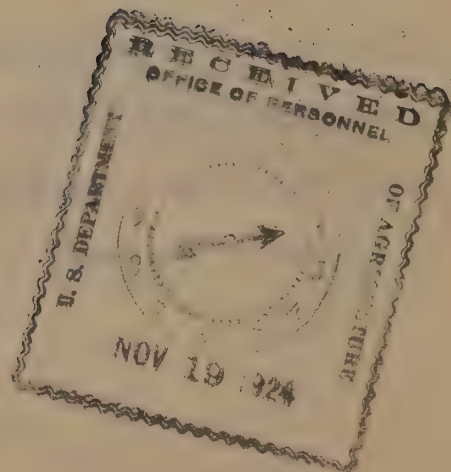
Sir:

To fill the vacancy in the representation of the Bureau of Plant Industry on the Federal Horticultural Board resulting from the resignation of Dr. W. A. Orton from the Department, which was effective November 10, 1924, I respectfully recommend that Dr. M. B. Waite, Senior Pathologist in Charge of Fruit Disease Investigations of this Bureau be designated.

W.A.
In addition to his long experience and high attainments as a Pathologist, Dr. Waite has accumulated a body of experience in agriculture and horticulture which equips him unusually well for the consideration of the questions which require determination by the Board. His experience as a member of the Insecticide and Fungicide Board during the fourteen years since its formation will also prove definitely helpful in the consideration of the problems of the Federal Horticultural Board so that his membership would, I am sure, be helpful to the Board.

Yours very truly,

M. B. Taylor
Chief of Bureau



DEPARTMENT OF AGRICULTURE
WASHINGTON

November 17, 1924.

MEMORANDUM NO. 509.

Insecticide and Fungicide Board.

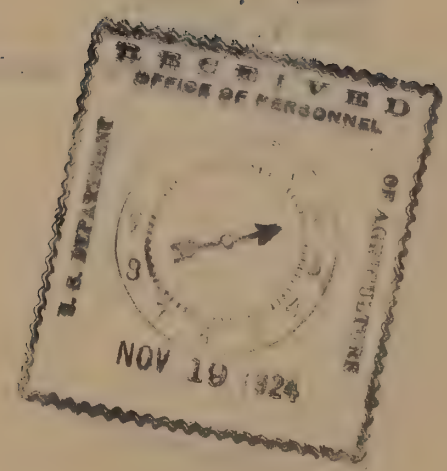
Dr. John W. Roberts, Pathologist in the Office of Fruit Disease Investigations, Bureau of Plant Industry, is hereby appointed a member of the Insecticide and Fungicide Board to fill the vacancy caused by the resignation of Dr. M. B. Waite from the Board incident to his appointment on the Federal Horticultural Board.

The Board, as now constituted, is as follows:

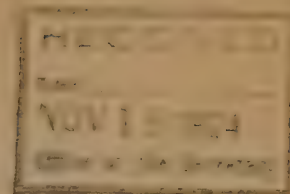
J. K. Haywood, Chairman,
A. L. Quaintance,
James A. Emery,
John W. Roberts.
J. G. Shibley, Assistant to Chairman.

Howard M. Lane

Acting Secretary.



United States Department of Agriculture,
Bureau of Plant Industry.



Office of Chief of Bureau.

Washington, D. C., November 15, 1924.

The Honorable

The Acting Secretary of Agriculture.

Sir:

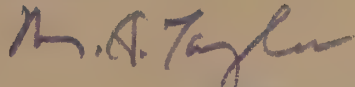
To fill the vacancy on the Insecticide and Fungicide Board caused by the resignation of Dr. M. B. Waite, Senior Pathologist in Charge of Fruit Disease Investigations in this Bureau, to assume the duties of membership on the Federal Horticultural Board under his designation as a member of that Board, I respectfully recommend that Dr. John W. Roberts, Pathologist in this Bureau, be designated a member of the Insecticide and Fungicide Board. Dr. Roberts has been a member of the scientific staff of this Bureau since July 1, 1909, and throughout this period of more than fifteen years his service as an investigator has been productive and satisfactory. The orchard spraying experiment project, of which he has charge, bears a close relation to the work of the Insecticide and Fungicide Board, and the experience accumulated in it will be of distinct value to the Board.

Dr. Roberts graduated from the University of Nebraska with the degree of A. B. in 1904. He was a graduate student and Fellow in Botany at the University of Nebraska in 1909, obtaining his degree of A. M. in Botany at that institution in that year, and his

Ph.D. in Botany, Chemistry and Bacteriology in George Washington University in 1917.

Dr. Roberts' classification rating as of July 1, 1924, is P-4-4.

Yours very truly,

A handwritten signature in dark ink, appearing to read "M. A. Taylor". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Chief of Bureau



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 2, 1924.

MEMORANDUM NO. 510.

Efficiency Ratings and Register.

I. CLASSIFIED DEPARTMENTAL EMPLOYEES.

General Circular No. 10, Bureau of Efficiency, issued under date of November 7, 1924, prescribes a new system for rating the efficiency of all employees in the classified departmental service, excepting those occupying positions in Grades 6 and 7 of the Professional and Scientific service, Grades 13 and 14 of the Clerical, Administrative, and Fiscal service, or positions excepted from the provisions of the Classification Act of 1923.

Efficiency ratings should be obtained for the six-month period ending November 15, Efficiency Rating Form No. 8 being used for this purpose. A supply of these forms already has been distributed to the various bureaus. Efficiency ~~promotion~~ registers should be submitted in duplicate to the Office of the Secretary, to become effective January 1, 1925, for a six-month period. The Efficiency Register Form now used will be discontinued and the register prepared on a new form, a supply of which may be obtained by requisition on the Addressing, Duplicating and Mailing Section of the Office of Publications. This form bears at the top the caption "UNITED STATES DEPARTMENT OF AGRICULTURE, Bureau of -----, Efficiency Register for period Beginning January 1, 1925." The headings of the various columns from left to right are as follows:

- (1) Name of Employee
- (2) Division or Section

These two headings are self-explanatory.

- (3) Last Promotion
Date : Amount

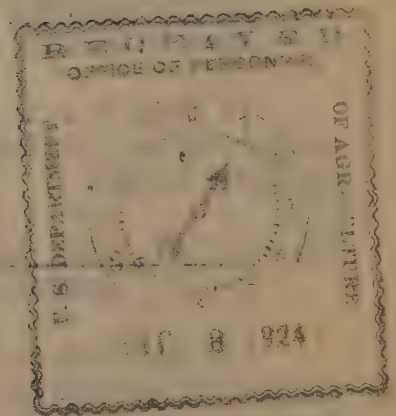
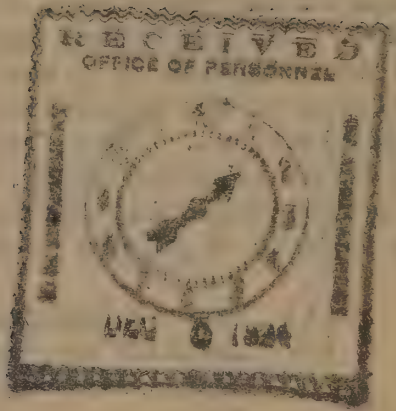
In this column should be indicated the date and amount of the last promotion, not including the July 1, 1924 adjustment incident to classification.

- (4) July 1, 1924 Adjustment
Amount

In this column should be shown the amount of increase or decrease in the salary of each employee as a result of the July 1st adjustment incident to classification. The absorption of the \$240 bonus should not be reflected in this figure. For instance, if an employee received \$2400 plus the bonus on June 30 and his salary

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THE SECRETARY'S FILE

FILE
P.L. GLADMON.



on July 1 became \$2700, the amount shown in this column should be \$60 and not \$300. If employee's salary was reduced on July 1, of course a minus sign should precede the figure.

(5) Service Record

Years in

Dept. : Bureau

This item is self-explanatory. Months should be indicated as fractions of a year, that is, 2 years 5 months should be written as "2-5/12 yrs."

(6) Age

Self-explanatory.

(7) Military Preference

Answer "yes" or "no".

(8) Classification Grade

Indicate the classification grade and not the class specification symbol. E.g. P-3, CAF-4.

(9) Net Efficiency Rating

In this column should be shown the net efficiency rating arrived at by the Board of Review after consideration of the contents of Efficiency Rating Form No. 8 and any supplemental information which may be available.

(10)

Salary

Salary Rate :Next Higher :Eligible

Nov. 15 : Rate : Salary

The salary rate on November 15 is of course self-explanatory. If employee has been promoted subsequent to November 15 and prior to the compilation of the register a note to that effect should be made.

Under the sub-head "Next Higher Rate" should be indicated the salary rate next above the employee's present salary.

Under "Eligible Salary" should be indicated the salary for which the employee's efficiency rating makes him eligible. A table of these eligible ratings and salary rates will be found on Page 8 of General Circular No. 10.

(11) Nature of Duties

This column should contain a brief but specific statement of the

of course a minus sign should precede the figure.
 If employee's salary was reduced on July 1, 1930, the amount shown in this column should be
 on July 1 because \$2700, the amount shown in this column should be

Years in

This item is self-explanatory. Months should be indicated
 as fractions of a year, that is, 3 years 6 months should be written
 as "3-5/12 yrs."

(3) Age

"or" or "no."

should be shown the net efficiency rating arrived



may be available.

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 DIVISION OF ENTOMOLOGY
 WASHINGTON, D. C.



proposed agreement to November 13 and prior to

"Next Year Rate" should be indicated the

eligible ratings and salary rates will be found on page 3 of General
 Circular No. 10.

(11) Nature of Duties

This column should contain a brief but specific statement of the

employee's duties. A detailed description of his position should not be given.

(12) Remarks.

In this column include any statements concerning the employee which are not brought out in the preceding columns and which are necessary to a proper determination of his efficiency.

The set-up of the register will be by classification grades in the order in which these grades are listed in the Classification Act (Public No. 516, 67th Congress) beginning with Scientific and Professional grade 1. Within the grade the employees should be listed according to their relative efficiency ratings, the one having the highest rating first, etc. As a general rule this will determine the order of their consideration for promotion. It is recognized, however, that the provisions of the average clause and the availability of funds for promotion purposes must be kept in mind and full consideration will be given to any bureau recommendations for promotion which involve an exception to this general rule.

It is assumed that before making their ratings and establishing registers all rating officers and members of the Boards of Review will have read carefully General Circular No. 10 and will realize that the actual numerical efficiency ratings under this system have a significance which they have not always had in the past. For that reason it is expected that in fairness both to the individual employee and to the Department, the greatest care will be exercised in determining all ratings.

II. FIELD SERVICE.

The individual form and efficiency register for field employees will be the same as that which has been in use during the past year. The columns on both these forms relative to the bonus will of course be left blank as the amount of the bonus is now included in the basic salary. The columns headed "Promotion Seniority" and "Department Seniority" need not be used. The set-up of the register should be by tentative Bureau of Efficiency grades and the order of employees within the grade should be determined by their relative efficiency ratings. No employee whose salary is more than \$2,040 per annum shall be listed on the field register, nor shall employees be included whose duties place him within a class not previously rated--i.e., employees performing professional or scientific work, etc. If for their own information the administrative officers of the various bureaus wish to secure individual efficiency rating reports on such employees they may do so, but such ratings will not be required.

These field registers also should be submitted in duplicate to the Office of the Secretary to become effective January 1, 1925 for a six-month period.

Additional copies of this memorandum, if desired, may be secured by requisition upon the Addressing, Duplicating and Mailing Section of the Office of Publications.

Howard M. Bon
Secretary.

employee's duties. A detailed description of his position should not be given.

In this column include any statements concerning the employee which are not brought out in the preceding column and which are necessary to a proper interpretation of his efficiency.

The set-up of the register will be by classification grades in the order in which these grades are listed in the Classification Act (Public Law 475, 7th Dec. 1917) and within each grade the employees should be listed according to their relative efficiency ratings, the one having the highest rating first, etc. As a general rule this will determine the order of their consideration for promotion. It is recognized, however, that the provisions of the average clause and the availability of funds for promotion purposes must be kept in mind and full consideration will be given to any business recommendations for promotion which involve an exception to this general rule.

It is assumed that before making their ratings and establishing the relative efficiency of the employees, the rating board will read carefully General Circular No. 10 and will realize that the actual ratings are not always had in the past. For that reason it is suggested that greatest care will be exercised in determining all ratings.

II. FIELD SERVICE.

The bonus is now included in the basic salary.

Officers also should be admitted in a letter to the Office effective January 1, 1925 for a six-month period.



Handwritten signature

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 8, 1924.

MEMORANDUM NO. 511

FILE
P.L. GLADMON.

The following are hereby designated to serve as members of the Boards of Review of the several bureaus and offices of the Department for the period December 1, 1924 to June 1, 1925, inclusive:

Office of the Secretary:

R. M. Reese, Chairman
C. W. Boyle
P. D. Kelleter
E. H. Bradley
F. E. Singleton

Office of Publications:

H. T. Cronin, Chairman
E. C. Powell
Miss Doris Stockdale

Office of Experiment Stations:

W. H. Evans, Chairman
W. H. Beal
H. L. Knight
Miss F. A. Bartholow
Miss E. M. Hough

Extension Service:

J. A. Evans, Chairman
T. Weed Harvey
J. W. Hiscox
F. W. Perkins
L. B. Fuller

Weather Bureau:

William Weber, Chairman
E. B. Calvert
P. C. Day
G. M. Richards
Miss S. A. Benter

Bureau of Animal Industry:

U. G. Houck, Chairman
A. W. Miller
A. J. Pistor
G. H. Russell
C. C. Carroll

1911-12-10

1911-12-10

1. The following is a list of the names of the persons who have been appointed to the various positions in the Department of Agriculture, and the date of their appointment.

Mr. J. H. ...

Mr. J. H. ...

Mr. J. H. ...

Mr. J. H. ...

Mr. J. H. ...

Mr. J. H. ...

Mr. J. H. ...

Mr. J. H. ...

Mr. J. H. ...

Mr. J. H. ...



Mr. J. H. ...

Mr. J. H. ...

Bureau of Dairying:

L. A. Rogers, Chairman
S. C. Thompson
Ernest Kelly
R. R. Graves
J. M. Kemper, Jr.

Bureau of Plant Industry:

K. F. Kellerman, Chairman
H. A. Edson
Haven Metcalf
R. A. Oakley
W. W. Stockberger
H. E. Allanson
J. D. Martin
C. R. Ball

Forest Service:

Edward A. Sherman, Chairman
Edward E. Carter
Earle H. Clapp
Roy Headley
Theodore W. Norcross
Harry Irion
Claude M. Ballard

Bureau of Chemistry:

W. W. Skinner, Chairman
F. C. Blanck
G. W. Hoover
Charles Thom
S. A. Postle
Miss Agnes M. Nordeman
Walter S. Frisbie

Bureau of Soils:

A. G. Rice, Chairman
R. O. E. Davis
Philip L. Gile
George P. Walton
W. E. Hearn
Henry A. Donovan
George W. Baumann

Bureau of Entomology:

A. L. Quaintance, Chairman
A. C. Baker
Geo. A. Dean
J. E. Graf
E. B. O'Leary
S. A. Rohwer

Mr. J. H. ...
Mr. J. H. ...

Mr. J. H. ...

Mr. J. H. ...

Mr. J. H. ...

Mr. J. H. ...

Mr. J. H. ...

Mr. J. H. ...

Mr. J. H. ...

Mr. J. H. ...



Bureau of Biological Survey:

W. C. Henderson, Chairman
T. S. Palmer
Mrs. A. B. Morrison

Division of Accounts and Disbursements:

W. J. Nevius, Chairman
W. R. Fuchs
H. G. Arnold

Library:

Miss Claribel R. Barnett, Chairman
Miss Emma B. Hawks
Miss Helen M. Thompson

Bureau of Public Roads:

~~(Board of Review to be announced in a supplemental
memorandum)~~

Bureau of Agricultural Economics:

Lloyd S. Tenny, Chairman
W. F. Callander
H. W. Samson
H. R. Tolley
C. W. Kitchen
Miss Emily Clark
Frank Reed
F. J. Hughes (non-voting)

*Pres. H. Macdonald,
Chairman*

T. Warren Allen

S. H. McCray

C. D. Curtiss

A. S. Bruce

W. J. O'Leary

Bureau of Home Economics:

Dr. Louise Stanley, Chairman
Miss Ruth O'Brien
Miss Rowena Schmidt

Insecticide and Fungicide Board:

J. G. Shibley, Chairman
C. C. McDonnell
Errett Wallace
J. K. Haywood.

Federal Horticultural Board:

George B. Sudworth, Chairman,
R. Kent Beattie,
E. R. Sasscer
L. A. Strong
R. C. Althouse

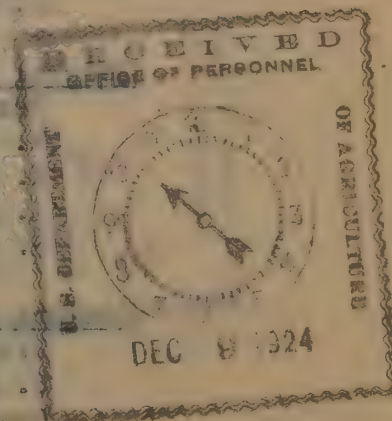
Packers and Stockyards Administration:

Stephen Bray, Chairman
C. E. Miles
George T. Ash

Miss Elizabeth E. Barnett, Chairman

W. J. Hughes (non-voting)

J. J. Whitley, Chairman
C. C. McDowell



-4-

Grain Futures Administration:

Rollin E. Smith, Chairman
George T. Ash

Fixed Nitrogen Research Laboratory:

J. M. Braham, *Chairman*
F. A. Ernst
H. M. Frampton
J. A. Almquist.

C. F. Marvin

Acty. Secretary.

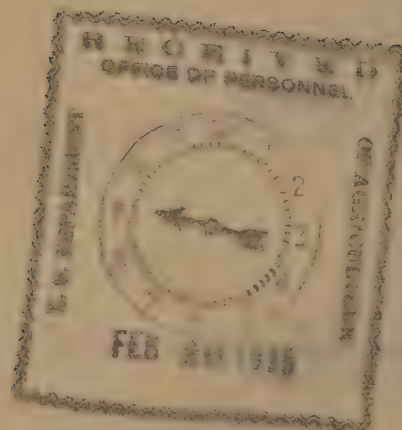
U.S. DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL
WASHINGTON, D.C.

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JAN 10 1925
U.S. DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL
WASHINGTON, D.C.

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DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

December 24, 1924.

MEMORANDUM NO. 512

Publication Work.

FILED

★ OCT 16 1925

Please return to
the Secretary

P. L. GLADMON

1. Dr. Melvin C. Merrill is transferred from the position of Director of Research Publications in the Forest Service to the Division of Publications, Office of the Secretary, as Assistant Director of Publications, in charge of Scientific and Technical Manuscripts. In this position, under the Director of Publications, Dr. Merrill will have charge of the editing and scheme of distribution of all of the scientific and technical publications of the Department. He will cooperate with the Director of Scientific Work and the scientific staff of the Department to bring about the greatest efficiency and economy in the presentation of the progress and results of scientific work.

2. (a) In order that he may be able to devote more time to the associate direction of the work of the Bureau of Plant Industry, Dr. Karl F. Kellerman has asked that he be relieved from duty as a member of the Committee on the Journal of Agricultural Research. Dr. C. L. Shear of the Bureau of Plant Industry accordingly is appointed as a member of the committee to succeed Dr. Kellerman. Dr. E. W. Allen, who is at present a member of the committee, is appointed to succeed Dr. Kellerman as chairman. The present Committee on the Journal of Agricultural Research therefore consists of Dr. E. W. Allen, Office of Experiment Stations, Chairman; Dr. C. L. Marlatt, Bureau of Entomology; and Dr. C. L. Shear, Bureau of Plant Industry.

(b) The editorship of the Journal of Agricultural Research is transferred from the Bureau of Plant Industry to the Division of Publications, Office of the Secretary. The Director of Publications will arrange with the bureaus concerned for the proper budgeting of the expense incurred in editing the journal if it is found that the entire expense cannot be met from the funds of the publications branch.

(c) Manuscripts presented by the experiment stations will be approved by the Journal Committee appointed by the Association of Land Grant Colleges. Manuscripts presented from the several bureaus of the Department of Agriculture will be approved for publication by the Journal Committee appointed by the Secretary of Agriculture, as in the past, but the final editing of all manuscripts will be handled in the Division of Publications.

3. (a) An advisory committee on policy with respect to all scientific publications of the Department is hereby created, to consist of the Director of Scientific Work, the Director and Assistant Director of Publications, and the three members of the Committee on the Journal of Agricultural Research. This committee will advise the Secretary with respect to important matters of policy involving the scientific publications.

(b) A similar committee is created with respect to all Extension publications, to consist of the Director of Extension Work, the Director of Publications, and Dr. C. B. Smith and Mr. R. Brigham, of the Office of Extension Work.

(c) A similar committee is created with respect to all regulatory publications, to consist of the Director of Regulatory Work, the Director of Publications, Mr. W. C. Henderson, Bureau of Biological Survey, and Mr. P. D. Cronin, of the Office of the Solicitor.

A handwritten signature in dark ink, appearing to read "H. S. G.", is written above the title "Secretary".

Secretary.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE DIRECTOR OF SCIENTIFIC WORK
WASHINGTON

December 10, 1924.

MEMORANDUM FOR THE SECRETARY WITH REFERENCE TO
THE ORGANIZATION OF PUBLICATIONS OF THE DEPARTMENT.

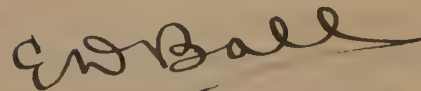
Dear Mr. Secretary:

After consultation and discussion with all of those interested, the following recommendations have been unanimously approved:-

- (1) That there be employed in the Division of Publications a thoroughly trained scientist in charge of scientific publication who would have charge of the editing and the scheme of distribution of the scientific and technical publications of the Department. This official should have a thorough scientific and agricultural training and practical agricultural and editorial experience. Such an individual would be able to cooperate with the scientific men in bringing about the greatest economy and efficiency in the presentation of the results of scientific work.
- (2) That the editorship of the Journal of Agricultural Research be transferred from the Bureau of Plant Industry to the Division of Publications.
- (3) That Dr. C. L. Shear be appointed to succeed Dr. Kellerman as a member of the Committee on the Journal of Agricultural Research; that Dr. E. W. Allen, who is at present a member of this Committee, be appointed Chairman of the Committee. The Committee then would consist of Dr. E. W. Allen, Chairman; Dr. C. L. Marlatt, and Dr. C. L. Shear.
- (4) That manuscripts presented by the Experiment Stations be approved by the Journal Committee appointed by the Experiment Stations; that manuscripts presented by the different Bureaus of the Department of Agriculture be approved for publication by the Journal Committee appointed by the Department, as has been done in the past, but that the final editing of all manuscripts be handled in the Division of Publications.

- (5) That the members of the Committee on the Journal of Agricultural Research, together with the scientific editor and the Director of Scientific Work, be made a permanent committee on policy with respect to all scientific publications of the Department.
- (6) That a similar committee to include the Director of Extension Work be appointed to consider all questions of policy with relation to publication of farmers' bulletins, extension, and popular publications, including mimeographed issues by the Department but excluding the Press Service.
- (7) That publications with reference to regulatory work of the Department be placed under the supervision of a similar committee with the Director of Regulatory Work.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "C. W. Ball". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Director.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE DIRECTOR OF SCIENTIFIC WORK
WASHINGTON

December 10, 1924.

MEMORANDUM FOR THE SECRETARY WITH REFERENCE
TO THE JOURNAL OF AGRICULTURAL RESEARCH.

Dear Mr. Secretary:

The whole matter of scientific publications of the Department of Agriculture has been discussed with the Directors of Regulatory Work, Extension Work, and Publications, as well as with a number of the Bureau Chiefs, the leading scientific workers, and the members of the Committee on the Journal of Agricultural Research, and there has been an unanimous agreement on a program for the reorganization of this work. Before stating the program it would be well to give a little historic background.

Dr. B. T. Galloway, Chief of the Bureau of Plant Industry, was made Assistant Secretary of Agriculture in 1913 under Secretary Houston. Dr. Galloway was at that time appointed Assistant Secretary with the idea of carrying out the exact line of work that is now under the charge of the Director of Scientific Work. One of Dr. Galloway's first recommendations was that the entire publication system of the Department be reorganized and that a very large number of independent Bureau Series of bulletins and circulars be discontinued, and that all of the publications of the Department (with a few exceptions stated) be consolidated into four series of publications, as follows:

1. The Journal of Agricultural Research
2. Bulletins of the Department
3. Circulars of the Department
4. Farmers' Bulletins.

This plan was adopted and a committee of three members appointed to take charge of the editorial work of the manuscripts submitted to the Journal by the Department of Agriculture. Later the Journal of Agricultural Research was opened up jointly to the publication of fundamental researches submitted by Experiment Station workers and a similar committee of three was appointed by the Land-Grant College Association to have charge of such editorship. The Journal of Agricultural Research was placed under the supervision of the Assistant Secretary in his capacity as Director of Scientific Work. Dr. Kellerman was appointed a member of this Journal committee and selected as Chairman and assumed the editorship of the Journal which as time went on developed into a larger force and

Scientific publications of the Department
have been with the Director of the Department

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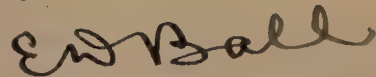
located in the Bureau of Plant Industry. Because there was no provision for it in other budgets the salaries of the clerical staff were also paid from the appropriations of that Bureau. There was never, however, any authorization placing this work in that Bureau.

At the time the writer was appointed Assistant Secretary of Agriculture it was with the understanding that he would again take up the direction of scientific work in the Department, similar to the functions that had been carried on by Dr. Galloway, and this was continued until the position of Director of Scientific Work was created. At that time the writer was transferred to the Directorship of Scientific Work and the incoming Assistant Secretary, Mr. C. W. Pugsley, was placed in charge of extension activities. At this time all of the direction of scientific work that had formerly been in the Assistant Secretary's office was transferred to the Office of the Director of Scientific Work. This was understood to include the supervision of the Journal of Agricultural Research as one of the scientific publications although it was not specifically mentioned but the supervision of the publications of research was intended to be included in the general direction of scientific activities of the Department. Previous to this a committee of which Mr. Pugsley was the Chairman had been invited to consider the whole matter of the publications of the Department. This committee recommended to Secretary Wallace that the Journal of Agricultural Research be transferred from the Bureau of Plant Industry to the Office of the Secretary and placed under the charge of the Director of Scientific Work. Ever since this time the Department has been looking for the right individual to take charge of the editorial supervision of all scientific publications of the Department, including the Journal, but that individual has not as yet been appointed.

On July 7 the writer submitted a memorandum to Secretary Wallace recommending the appointment of an editor of scientific publications and the Secretary informally authorized Director Haynes of Publications to proceed with the selection of such an individual. Since that time negotiations have been going on and Dr. Melvin Merrill, Director of Scientific Publications in the Forest Service, has been selected for the place. The Forest Service was, however, very reluctant to release Dr. Merrill until he had completed certain lines of work then under way so the matter has not been pushed to a final conclusion. The desirability of making the complete reorganization at the same time the change is made in the Committee makes it desirable to secure the services of the scientific editor as soon as possible. Col. Greeley has consented to the release of Dr. Merrill at the expiration of one month. I am therefore submitting the following recommendations, together with a recommendation for the appointment of Dr. Merrill to a position in charge of scientific publications of the Department. This will not only bring about proper readjustment of

the work of the Journal, which has been recommended and approved, but will also relieve the writer of the responsibility of reading every scientific manuscript presented for bulletin publication, as the details of this work can also be transferred to the scientific editor. This duty has seemed imperative but has required so much time that it has seriously handicapped the Director of Scientific Work in the carrying out of other functions assigned to his office.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "E. W. Ball".

Director.

REPORT OF THE DIRECTOR OF THE
BUREAU OF INVESTIGATION
ON THE MATTER OF THE
ALLEGED VIOLATION OF THE
LAW BY THE
DIRECTOR OF THE
BUREAU OF INVESTIGATION
ON THE MATTER OF THE
ALLEGED VIOLATION OF THE
LAW BY THE
DIRECTOR OF THE
BUREAU OF INVESTIGATION

December 18, 1924.

MEMORANDUM NO. _____

Publication Work.

1. Mr. L. J. Haynes, who during the past year and a half has had charge of the publication work, is designated Director of Publications of the Department.

2. Dr. Melvin C. Merrill is transferred from the position of Director of Research Publications in the Forest Service to the Division of Publications, Office of the Secretary, as Assistant Director of Publications, in charge of Scientific and Technical Manuscripts. In this position, under the Director of Publications, Dr. Merrill will have charge of the editing and scheme of distribution of all of the scientific and technical publications of the Department. He will cooperate with the Director of Scientific Work and the scientific staff of the Department to bring about the greatest efficiency and economy in the presentation of the progress and results of scientific work.

3. (a) In order that he may be able to devote more time to the associate direction of the work of the Bureau of Plant Industry, Dr. Karl F. Kellerman has asked that he be relieved from duty as a member of the Committee on the Journal of Agricultural Research. Dr. C. L. Shear of the Bureau of Plant Industry accordingly is appointed as a member of the committee to succeed Dr. Kellerman. Dr. E. W. Allen, who is at present a member of the committee, is appointed to succeed Dr. Kellerman as chairman. The present Committee on the Journal of Agricultural Research therefore consists of Dr. E. W. Allen, Office of Experiment Stations, Chairman; Dr. C. L. Marlatt, Bureau of Entomology; and Dr. C. L. Shear, Bureau of Plant Industry.

(b) The editorship of the Journal of Agricultural Research is transferred from the Bureau of Plant Industry to the Division of Publications, Office of the Secretary. The Director of Publications will arrange with the bureaus concerned for the proper budgeting of the expense incurred in editing the journal if it is found that the entire expense cannot be met from the funds of the publications branch.

(c) Manuscripts presented by the Experiment Stations will be approved by the Journal Committee appointed by the Experiment Stations. Manuscripts presented from the several bureaus of the Department of Agriculture will be approved for publication by the Journal Committee appointed by the Secretary of Agriculture, as in the past, but the final editing of all manuscripts will be handled in the Division of Publications.

1. The U.S. House of Representatives, who have the right to impeach, have not yet impeached any of the judges of the Supreme Court.

1. Dr. Edwin S. Merrill is transferred from the position of Director of Research Publications in the Patent Office to the Division of Publications, Office of the Director, as Assistant Director of Publications, in place of Robert W. Technical Committee. He will have position, under the Director of Publications, Dr. Merrill will have charge of the editing and review of all of the scientific and technical publications of the Government. He will cooperate with the Director of Publications and the various staff of the Government to insure that the highest standards and economy in the preparation of the reports and journals of the Government are maintained.

[illegible][illegible][illegible]

4. A permanent advisory committee on policy with respect to all scientific publications of the Department is hereby created, to consist of the Director of Scientific Work, the Director and Assistant Director of Publications, and the three members of the Committee on the Journal of Agricultural Research. This committee will advise the Secretary with respect to important matters of policy involving the scientific publications.

5. Similar committee to be appointed on Extension publications. (To be named by Mr. Warburton and concurred in by Mr. Haynes.)

6. Similar committee to be appointed on Regulation publications. (To be named by Mr. Campbell and concurred in by Mr. Haynes.)

Secretary.

4. A new and revised committee on policy with respect to all scientific publications of the Government is hereby created, to consist of the Director of Biological Services, the Director of the Division of Fisheries, and the three members of the Committee on the Council of Agricultural Research. This committee will review the necessity and extent of Government action of policy involving the scientific publications.

5. Similar committee to be organized on Extension Publications. (To be named by Dr. Campbell and approved in the report.)
6. Similar committee to be organized on Education Publications. (To be named by Dr. Campbell and approved in the report.)

Approved:

In general the plan proposed seems highly satisfactory and should be adopted. The following comments are submitted:

1. The last sentence of the letter to Dr. Kellerman might be altered slightly so as to read: " * * it is universally recognized that to you and the other members of the committee in charge of its editorial policy is due the major portion of credit for this accomplishment." The words "to you" are added.

2. In re Dr. Ball's memo of December 10.

Under Paragraph 1. - It should be made clear that the Scientific Editor is under the Director of Publications.

Under Paragraph 2. - The question arises how is the extra work caused by the transfer of the Journal to Publications to be financed? This should be by a budgeting arrangement.

Under Paragraphs 5 - 6 - 7. -

(a) The committees on policy should be advisory committees on policy, their decisions on policy in important matters finally to be approved by the Secretary.

(b) The Director of Publications should be a member of all committees on public policy.

3. A numbered memorandum should be drawn by the Secretary's Office for the Secretary's signature notifying the Department of the new arrangement and revoking instructions to the contrary.

3 Shouldn't Dr. Merrill be a member, or chairman, of the editorial committee?

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 24, 1924.

MEMORANDUM NO. 513.

Federal Horticultural Board.

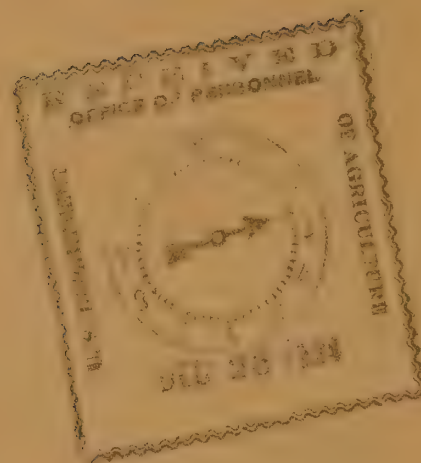
F. J. New
★ OCT 16 1924
the Secretary's File Room

Dr. R. A. Oakley, Senior Agronomist in charge of new and rare field seed distribution, Bureau of Plant Industry, is hereby appointed a member of the Federal Horticultural Board to fill the vacancy caused by the resignation of Dr. K. F. Kellerman.

The Board, as now constituted, is as follows:

C. L. Marlatt, Chairman,
George B. Sudworth,
W. D. Hunter,
M. B. Waite,
R. A. Oakley.
R. C. Althouse, Assistant to Chairman.

Howard H. Gove
Secretary.



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF CHIEF CLERK

WASHINGTON, D. C.

DEC 29 1924

Office of the Secretary

December 26, 1924.

MEMORANDUM FOR THE SECRETARY

Fire Risks and Precautions.

Dear Mr. Secretary:

You are familiar with the deplorable housing condition of this Department. Briefly, we occupy in the City of Washington forty-six buildings and parts of buildings widely scattered. These buildings are of many types, ranging from the highly inflammable temporary buildings constructed for office purposes during the war, to the fireproof East and West Wings. Between are many buildings which are either combustible or at best of a slow-burning type. Probably to be included as slow-burning is the Main or Administration Building, now nearly sixty years old, and housing in addition to offices the entire correspondence records of the Secretaries of Agriculture since 1869, together with the complete personnel files of the Department. The fire risk to which we are subjected is alone a sufficient reason for the provision of suitable fireproof buildings for the Department.

In addition to ordinary fire risks inseparable from office uses, this Department's laboratory installations, which are numerous and extensive, necessarily involve risks of fire. Laboratory operations involve the use of large quantities of inflammable and explosive chemicals such as alcohol, ether, and others. The densely overcrowded condition of many buildings with the unavoidable necessity of using corridors in many places for file cases, specimen cases, and other uses, inevitably increases fire risks. The Department has sustained several fires, more or less serious, in the past ten years, but fortunately all of them have been checked in time to prevent the destruction of any building.

Precautions Against Fire.

The Department has no responsibility for guarding against fire in the temporary war buildings, beyond cooperating heartily, as we do, with the forces under the direction of Lieut. Col. Sherrill, who is the Executive Officer of the Commission which controls all of these buildings. All of the temporary buildings, so far as I know, are equipped with automatic sprinkler systems, are regularly patrolled by guards, and a rule against smoking in them is rigidly enforced. Fire drills are held at frequent intervals.

With respect to the Government-owned and rented buildings occupied

by this Department, the responsibility for taking precautions against fire is upon the Department; and within the Department upon me as Custodian of Buildings. The prevention of fire has been the subject of much study in the past and of constant attention at all times.

Perhaps our main reliance is upon the watch force of the Department. This force of about eighty-one men is under the command of a captain of the watch, who operates under my direction. It is divided into three shifts, of which the day shift is small, with two night shifts covering the buildings in periods of eight hours each from 3:30 p.m. to 7:30 a.m., each shift under the command of a lieutenant. The captain of the watch, the lieutenants, and all watchmen are under rigid instructions to observe and report immediately upon a form prescribed for the purpose everything they see which tends to increase fire risks, such as accumulations of trash, obstructed fire escapes, unguarded gas jets, etc. Twice a week at night the captain of the watch himself comes to the Department and checks up on the operations of the lieutenants and the watchmen. I am myself a member of a committee appointed by Secretary Wallace to conduct inspections of the buildings with a view to minimizing risks of all kinds, including fire. All the members of this committee having other duties to perform, it is difficult to get them together, but close and detailed inspections have been made within the last year of nine of the worst buildings and many fire risks have been corrected.

In the matter of explosives and inflammable chemicals, a thorough and detailed inspection of all buildings was made two or three years ago by a committee of scientific men under the chairmanship of Dr. Stockberger. This committee recommended among other things the establishment outside of all buildings of a vault for the storage of explosive and inflammable chemicals in quantity. Under authority from Congress, such a vault was constructed in a remote part of the Department grounds where fire or explosion cannot touch any building. This vault is situated in the north east part of the Department grounds and is regularly visited by the grounds watchmen. The report of Dr. Stockberger's committee is available for your perusal if desired.

Next to the watch force the most important precaution is in the direct connection of all buildings with the city fire department. Signal boxes to call the city fire department are on or close to all buildings and all watchmen are carefully instructed as to their duty in calling the fire department in case of fire. Apart from these signal boxes and separate from them are fire gongs installed in all buildings for the purpose of warning employees to leave in case of fire.

The Department is thoroughly and plentifully equipped with hand fire extinguishers, of which we have over five hundred in use. These extinguishers are inspected and refilled once a year and of course all extinguishers which have been used are immediately refilled. There are, in addition, in most of the larger buildings stand-pipes with hose attached,

which hose has been tested within the last year and found to be in usable condition. Four of our rented buildings are equipped with automatic sprinklers and smoking is prohibited in six buildings or parts of buildings by notices over my signature posted in many places. The laboratories in general are provided with buckets of sand and blankets for use in extinguishing fires in chemicals.

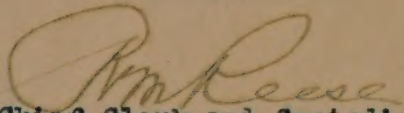
Fire Drills.

The subject of fire drills has been given much study. Some years ago, in an elaborate and complete plan for fire drills in all buildings of the Department, I recommended the appointment of a fire marshal for the purpose of devoting his entire time to inspection of buildings, the correction of fire risks, and the supervision of fire drills. My recommendations were submitted to all branches of the Department and received endorsement in some, but in other branches it was held that fire drills constituted a serious interruption to official work and in some buildings, such as the East and West Wings were unnecessary, owing to the fireproof construction of the buildings, wide corridors, and many exits. My recommendation not receiving the approval of the then head of the Department, it was dropped, though fire drills are occasionally held in some buildings, such as the Forest Service, Division of Publications, and, as stated, regularly in the temporary buildings. The captain of the watch, in connection with his other duties, has been designated as fire marshal, but is not authorized to enforce fire drills.

In lieu of an order requiring fire drills to be held, I recommend the establishment of fire brigades in each building of the Department. By this is meant the designation in each building of one employee who shall be responsible for the organization of a group of men to take station at staircases and fire escapes in case of fire to supervise the orderly exit of employees from the building, and of others to procure and use hand extinguishers pending the arrival of the city fire department. Such an organization was established some years ago and in skeleton form still exists in certain buildings. But with the frequent changes in personnel, it is apprehended that in many buildings the fire brigade is not ready to function properly. A departmental order signed by you, requiring the formation of fire brigades in each building, to report all changes and separations from each brigade to the captain of the watch, and the immediate appointment of substitutes for any employees who resign or otherwise separate from the service, would, it is believed, be an additional precaution worth taking. In the past it has been found that without constant attention from one person the organization of fire brigades is apt to be forgotten. If duly authorized by you, the captain of the watch will see to it, that fire brigades are organized, periodically called together and instructed, and vacancies filled as they occur. I attach draft of an order putting this plan into effect, for your signature if approved.

I attach for your information a copy of rules and regulations for the government of the watch force and invite your attention to pages 10 and 14.

Very truly yours,


Chief Clerk and Custodian
of Buildings.

I enclose for your information a copy of a letter and a copy of a
report of the United States and British naval forces in the
Gulf of Mexico, dated 1914.

Very truly yours,

Chief of the Division of
Naval Affairs.



FILED
★ OCT 16 1936
Please return to
the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

MEMORANDUM NO. 514

December 30, 1924.

FIRE BRIGADES

In each building occupied by the Department, except the temporary war buildings, one responsible ~~male~~ employee will be designated by the Chief of the Bureau as fire captain. Where more than one bureau is represented in the same building, a fire captain will be selected by conference among chiefs. Each fire captain will organize a group of able-bodied ~~male~~ employees in the building to take charge in case of fire occurring during office hours. The fire captain will designate certain ~~men~~ *persons* to take station at the head of stair cases, at fire escapes and at the exits from the building to control and direct the departure of the employees from the building in orderly and expeditious manner. Other men will be designated to handle fire extinguishers and fixed hose in the buildings provided with such apparatus. It will be the duty of the fire captain to designate some member of his unit to see that the fire alarm connecting with the city fire department is pulled.

The Captain of the Watch and Fire Marshal, Mr. Hugh T. O'Neale, is authorized to bring together the fire unit in each building for purposes of consultation and instruction.

The fire captain in each building is charged with the duty of reporting to the Marshal all changes in his unit due to resignation or other form of separation from the service, together with the name of the replacement man.

A quarterly report will be made to the Chief Clerk of the Department showing the names of the men attached to each fire unit and their stations on the first day of the quarter.

Howard M. Gorge
Secretary.

DEPARTMENT OF AGRICULTURE

WASHINGTON



THE BUILDING

In each building assigned by the Department, except the temporary one building, one responsible man will be designated by the Chief of the Bureau as the captain. There must also be one person in the same building, a fire captain will be selected by conference among all the captains will organize a group of fire-fighting men in the building to take charge in case of fire occurring during office hours. The fire captain will designate certain men to take station at the head of stairs cases, at fire escapes and at the exits from the building to control and direct the egress of the employees from the building in orderly and expeditious manner. Other men will be designated to handle the extinguishers and fixed hose in the building provided with such apparatus. It will be the duty of the fire captain to designate some member of his staff to see that the fire alarm connection with the city fire department is pulled.

The Captain of the Watch and Fire Marshal, Mr. Frank T. O'Leary, is authorized to bring together the fire staff in each building for purposes of consultation and instruction.

The fire captain in each building is charged with the duty of reporting to the Marshal all changes in his staff due to resignation or other form of separation from the service, to either with the name of the resignant man.

A quarterly report will be made to the Chief Clerk of the Department showing the names of the men attached to each fire staff and their stations on the first day of the quarter.

Howard M. Jones
Secretary